

NEW

✓ Gmail ✓ Play ✓ Maps ✓ Chrome ✓ Drive ✓ Google+

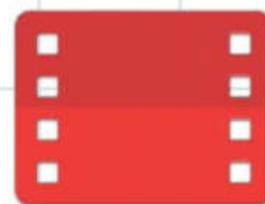
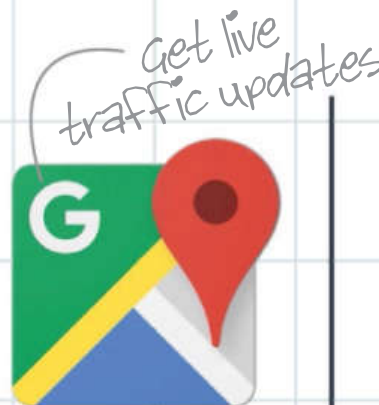
Google

100% unofficial

Tips & Tricks

Unlock the power of the world's most amazing free apps

Track your life with
Google Keep



Explore the world and
navigate with ease



Download music,
movies and more

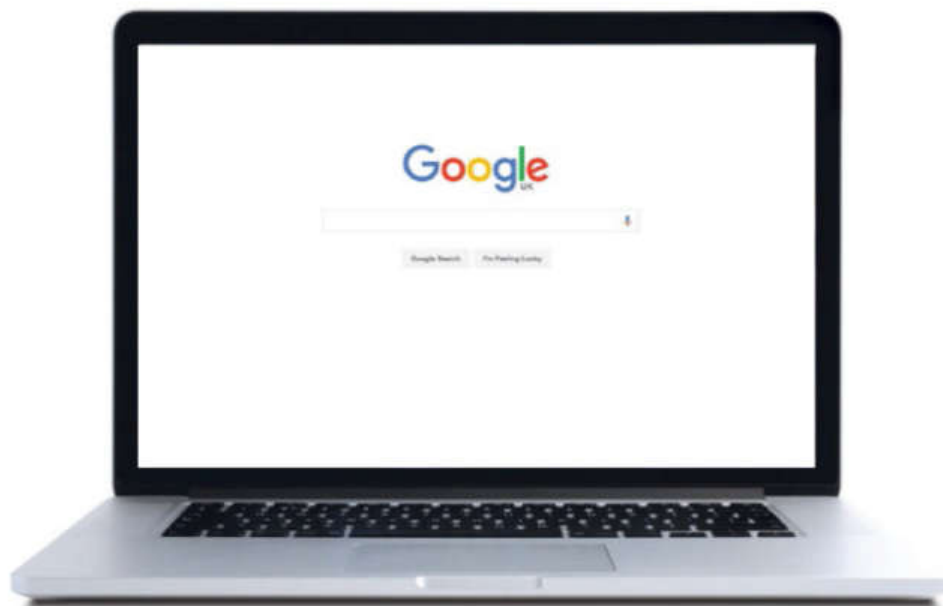


Google
Cardboard
guide inside

Google

Tips & Tricks

The Google team are full of surprises. Just when you think they've gone and outdone themselves – not content to map the whole world, but then going on to have a go at Mars and the Moon too – they roll out another improvement that completely changes everything. Their most recent change was one of the smallest, but most talked about ones to date: the logo. Changing from its serif font that everybody instantly recognised, the company opted to rebrand with a bright, smooth approach to reflect Alphabet, their parent company. In this book, you will find tips reflecting everything from work to play, we then walk you through all the must-haves and must-knows, so you don't need to 'google' them.



Google

Tips & Tricks

Imagine Publishing Ltd
Richmond House
33 Richmond Hill
Bournemouth
Dorset BH2 6EZ
☎ +44 (0) 1202 586200
Website: www.imagine-publishing.co.uk
Twitter: @Books_Imagine
Facebook: www.facebook.com/ImagineBookazines

Publishing Director
Aaron Asadi

Head of Design
Ross Andrews

Production Editor
Jen Neal

Senior Art Editor
Greg Whitaker

Designer
Philip Martin

Printed by
William Gibbons, 26 Planetary Road, Willenhall, West Midlands, WV13 3XT

Distributed in the UK, Eire & the Rest of the World by
Marketforce, 5 Churchill Place, Canary Wharf, London, E14 5HU
Tel 0203 787 9060 www.marketforce.co.uk

Distributed in Australia by
Network Services (a division of Bauer Media Group), Level 21 Civic Tower, 66-68 Goulburn Street,
Sydney, New South Wales 2000, Australia Tel +61 2 8667 5288

Disclaimer
The publisher cannot accept responsibility for any unsolicited material lost or damaged in the post. All text and layout is the copyright of Imagine Publishing Ltd. Nothing in this bookazine may be reproduced in whole or part without the written permission of the publisher. All copyrights are recognised and used specifically for the purpose of criticism and review. Although the bookazine has endeavoured to ensure all information is correct at time of print, prices and availability may change. This bookazine is fully independent and not affiliated in any way with the companies mentioned herein.

Google and the Google logo are registered trademarks of Google Inc.

Google, its logo, apps and icons are all under copyright by the relevant licence holders, and all copyrights remain the property of their prospective owners.
This book is 100% unofficial and in no way endorsed by Google.

Google Tips & Tricks Volume 2 Second Revised Edition © 2015 Imagine Publishing Ltd

ISBN 978-1785461293

Part of the

Android
magazine
bookazine series



Contents



8
The power
of Google

Google Tips

- 30** Communication
- 36** Shopping
- 42** News
- 48** Exploration
- 54** Information
- 60** Organisation
- 66** Websites
- 72** Management



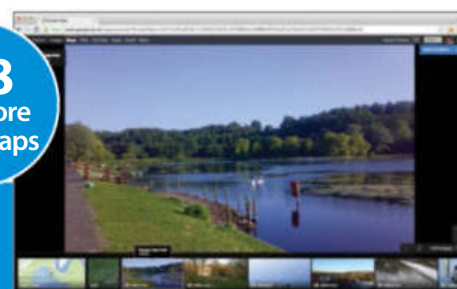
72
Control your
account

Lifestyle Tricks

- 80** Organise your mail with Gmail's new tabs
- 82** Link multiple email accounts together through Gmail
- 84** Use the Google+ Share button from any Google service
- 86** Back up your photos to Google+
- 88** Start a Google Hangout on your phone or tablet
- 90** Upload your own videos to YouTube
- 92** Subscribe to your favourite YouTube channels
- 94** Find exactly what you want in Google Play
- 96** Sell your music through Google Play's Artist Hub
- 98** Listen to your music anywhere by uploading it to Play Music
- 100** Listen anywhere with Play Music All Access
- 102** Search through and take notes in Play Books
- 104** Play against your friends in a multiplayer game
- 106** Set up and start using Google Chromecast
- 108** Set up Google Wallet in order to pay for purchases
- 110** Use the Google Search app to go shopping
- 112** Save money by using Google Offers
- 114** Arrange a personalised Google News feed
- 116** Searching for content using the Google News Archive
- 118** Set up your own community with Google Groups
- 120** Get content you're interested in emailed via Google Alerts
- 122** Familiarise yourself with the new Google Maps
- 124** Create a custom map with Google Maps
- 126** Take a tour of famous places using Google Earth
- 128** See where the MSL Curiosity Rover is on Mars
- 130** Stargaze into the future using Google Sky Map

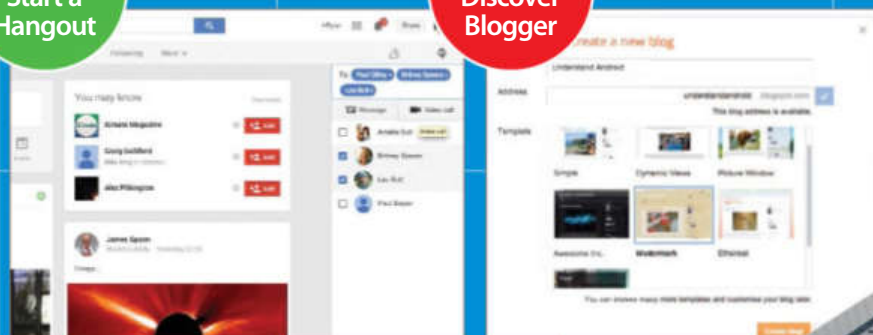
22
Cardboard
2.0

118
Get more
from Maps



31
Start a
Hangout

174
Discover
Blogger



122
Tour the
world



Productivity Tricks

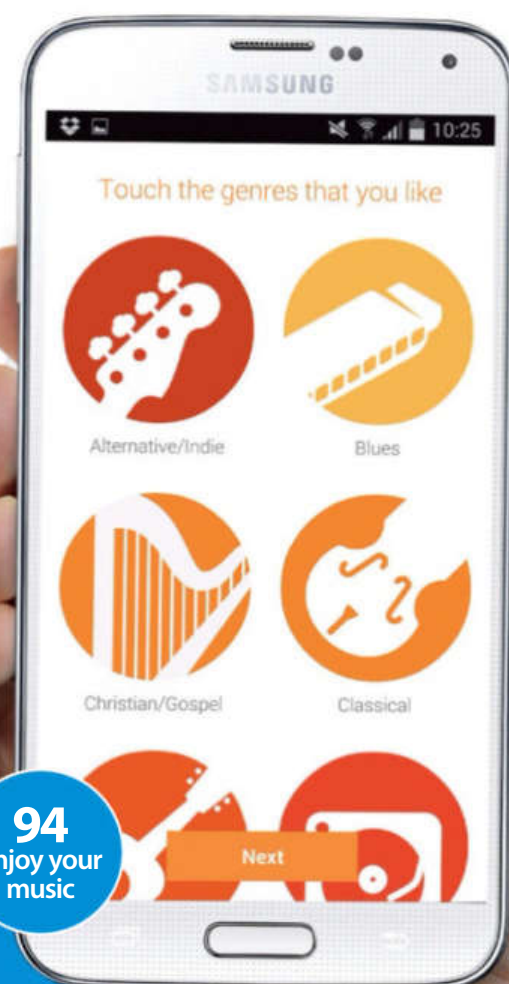
- 132** Stay on top of the latest hot web topics with Google Trends
- 134** Search more accurately using the advanced tools
- 136** Make the most of your Google Web History
- 138** Add the Google Toolbar to your Internet Explorer browser
- 140** Use Google Now to keep everything on track
- 142** Converse with anyone, in any language you like
- 144** Undertake research and collect citations using Google Scholar
- 146** Get more from Google Goggles
- 148** Turn Google Chrome into your online office
- 150** Get all of your news feed saved into one place
- 152** Shuttle webpages between your desktop and your mobile
- 154** Run Google Drive from your desktop computer
- 156** Share and collaborate with Google Drive
- 158** Create documents with Google Docs
- 160** Work with spreadsheets in Google Sheets
- 162** Edit and share with Google Drive
- 164** Keep your life in order with Google Keep
- 166** Manage your Keep notes while you're on the go
- 168** Create, organise and share your calendars
- 170** Plan a daily agenda with the Google Calendar app
- 172** Use Google Finance to follow the market
- 174** Get more from the creative and design features of Blogger
- 176** Set up themes using the Google Sites layout editor
- 178** Put your pages together to develop your site
- 180** Monitor your site's performance in Google Analytics
- 182** Connect your Analytics and AdWords accounts
- 184** Add Google apps and services to your website
- 186** Take a course to learn app development
- 188** Manage your account through Google Dashboard
- 190** Secure your Google account to keep your data profile safe

"Google knows exactly what we want, and it delivers"

164
Access notes
on the go



94
Enjoy your
music



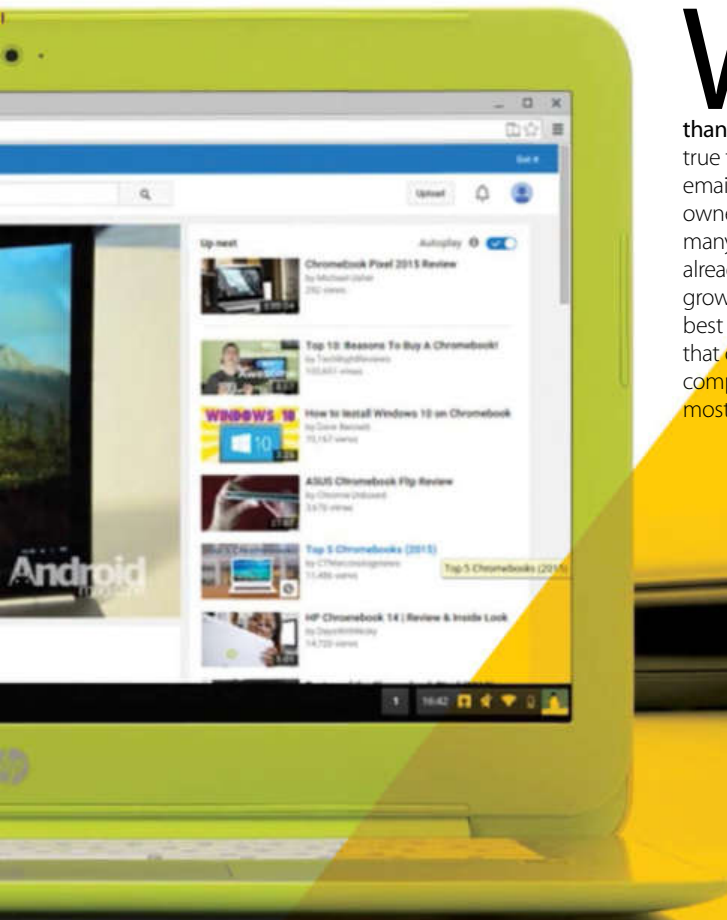


THE POWER OF Google

You can, in theory, use a computer and Google services to do everything you need on a daily basis

When you think of Google, search engines and emails may come to mind, but there is a lot more to the company than just these runaway successes. It is true that Google dominates search and email, but did you know that YouTube is owned and powered by Google and so are many other online services that you may already be aware of. Over time, Google has grown from a company that provides the best search engine on the internet to one that can power almost every aspect of our computing lives. Google now provides the most popular email service in the world

and enables people to store billions of documents online. It provides ultra-fast broadband and the operating system for the most popular smartphones – it sometimes feels that everything it launches becomes a global success. Google is with us all of the time, in the background and at the forefront of our productivity, leisure and travelling. The network of apps and services come together to create an ecosystem that has naturally grown and feeds off each part. Google is much more than just a company and the products are much more than mere tools. Google is everywhere.



Google's reach

There are three tech companies in the world that most of us will have heard of: Microsoft, Apple and Google. However, only Google has managed to infiltrate our lives in a complete way in a relatively short period and the reach is growing all of the time. Millions of us use Google services for email and even more utilise the company for web searches on desktop computers, laptops, phones and tablets.

It does not stop there, though, because the superbly reliable calendar software organises individuals and companies alike, and even online video is dominated by Google thanks to YouTube. All of this is incredibly impressive, but it is just the tip of an ever-growing iceberg and the more we think about Google, the more advantages we find. We can navigate for free anywhere in the world and view 3D recreations of famous places using Google Maps. We can store and share our photos online whenever the mood strikes us and Google Now is there to automatically prompt us when an event is happening, or to offer information that is pertinent to what we are doing next.

Remarkably, the services that we have mentioned so far, which have a huge impact on our lives, are not even close to covering all of what Google offers – the list is never ending to the point that Google is no longer thought of as just a company. We say to 'Google it' when undertaking a web search. People describe their smartphone as their 'Android' and for many people 'Gmail' is the only word they use to describe email.

Google services are embedded in our subconscious to the point that we no longer even think about them as single entities. They are just there, being useful in their individual duties and empowering us to do more every minute of every day.



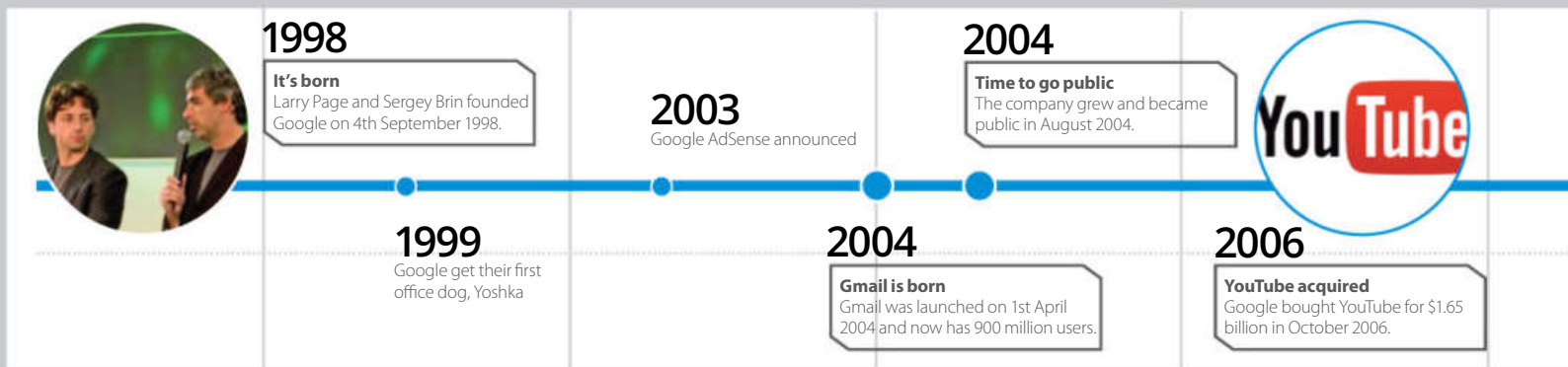
Google culture

There is no doubt that Google has become cool in a way that few organisations have managed and this has been highlighted by the release of the Google-focused *The Internship*, a comedy film that concentrates on the kind of wacky thinking that achieves greatness. It also highlights the working environment, which looks like a dream workplace in comparison to the uninspiring environments most of us inhabit on a daily basis, and it highlights the ambitious thinking the company employs.

Any organisation that has a company dinosaur on campus called Stan and which lets employees take their dogs to work is obviously thinking outside the box, and that is before we tell you that the company also has a herd of 200 goats alongside a dog and a herder to keep the weeds at a manageable level on the main Google campus. Google has become a source of fascination for many and it is now beyond cool because it is with us all of the time and impacts our imaginations and lives in so many diverse and inventive ways.

History of Google

17 years of greatness





■ Above: The Googleplex is a uniquely fun and productive environment for Google employees.

And there's much more...

So, you now have an idea of how inventive Google is and the main services you can use, but there is so much more. If you want to create a presentation, word document or spreadsheet you can do so within an online service called Drive. All of your documents are saved in real-time as you create them and they sit in harmony next to your contacts, emails, photos, calendar events, notes and reminders so that they can all work together to help you succeed. You can socialise through

Google+, spend hours watching videos on YouTube and share your thoughts by creating a free blog using Blogger. Millions of Android apps will keep your phone or tablet humming and a simple translation from and to every major language in the world is just a couple of clicks away. Video calling, panoramic photos, books, music, image editing, finance, trends, education and... well, the list could go on for a very long time indeed. All of these services work perfectly together and extremely efficiently without any cost, which is why Google is what it is today.

Google Doodles

Temporary alterations to the logo creates a sense of fun



A simple celebration of the 175th anniversary of the Penny Black stamp.



Many local holidays such as Saint Andrew's Day 2014 have been celebrated.



Even total eclipses are covered with superb customisable live animation.



The majesty of the football World Cup final in 2014 received due attention.



Amelia Earhart's 115th Birthday was celebrated in truly artistic fashion.

2009

Chrome announced



2012

Google Fibre

Google Fibre was launched in 2012 to provide ultra-high-speed broadband.

2015

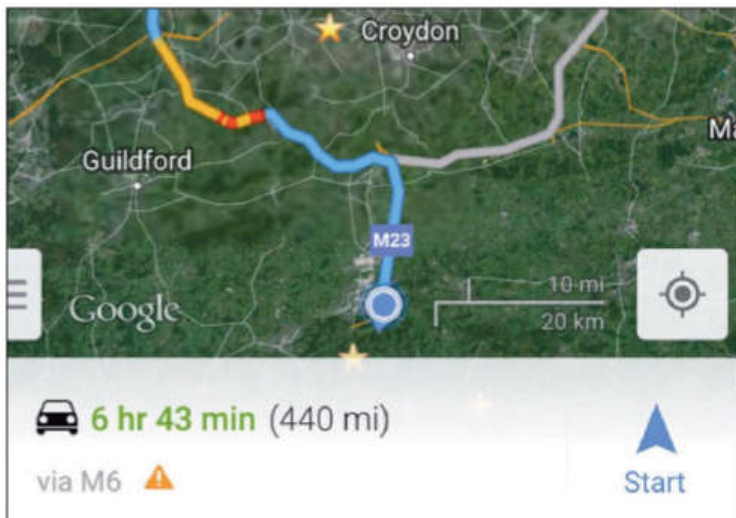
Getting bigger

Google announced revenues of \$17.7 billion in the second quarter of 2015.



Essential apps to use every day

Here are five excellent multi-platform Google apps that you will find vital to your daily life



Maps

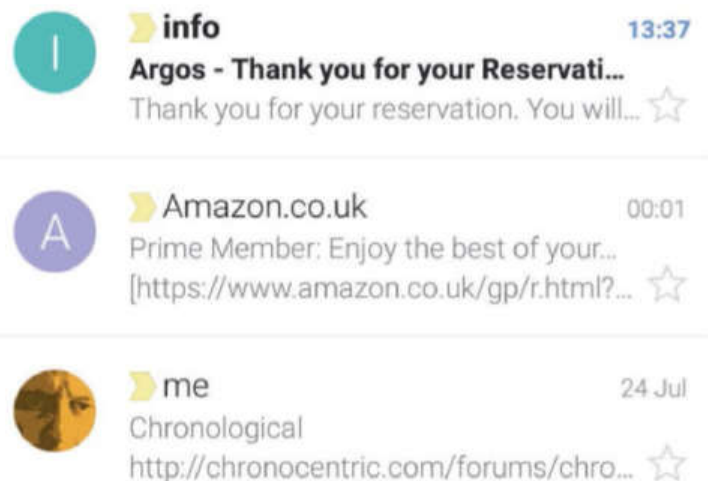
Travel anywhere

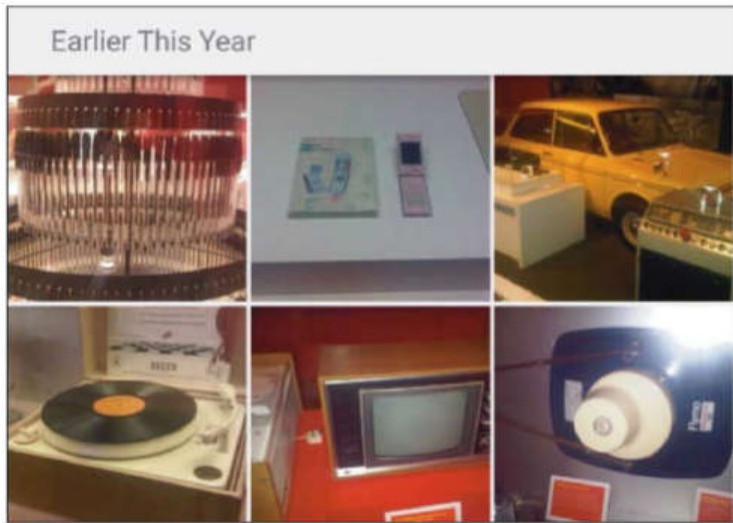
Google Maps offers some of the most accurate and complete online maps in the world. The coverage has improved over the years thanks to a huge investment by Google and you can also use it to navigate anywhere. Current traffic conditions are a feature and so it can also be used in place of a commercial navigation solution. The level of detail for each establishment you locate is impressive, thanks to the connection to Google Search, and the Street View feature adds even more realism to the experience. No matter what type of mapping requirement you have, this is the ultimate solution for any occasion. It is quite brilliant.

Gmail

Stay connected

If you use Gmail, you will want to download the associated app. It includes all of the major features you will find in the web version and is complementary in every way. When you send and receive messages on your phone, the entry is mirrored everywhere else and when you do the same on the web, your phone will immediately be updated. No longer will you be delayed when managing your email, no matter where you are, and it can make a huge difference to your productivity. Gmail works more efficiently than most competing products and this experience is mirrored perfectly on phones, tablets and other devices. Use Gmail anywhere.

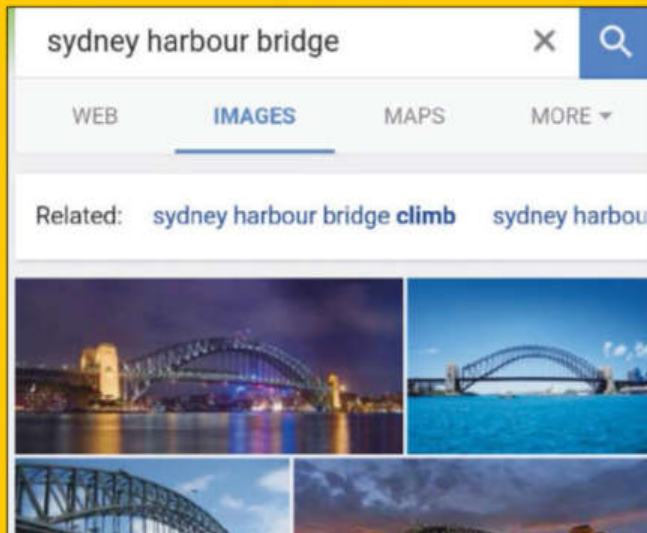




Photos

Manage your photo collection

The Google Photos app gives you access to every image and video you have uploaded to the service and it is completely free provided each item falls below a specified size. You can sort your images to remember special occasions and you can even search using natural phrases such as colours and locations. This means that not only do you have a secure home for your precious memories, but you are much more likely to view photos from long ago thanks to the greater accessibility. The Photos app fits in perfectly and enables you to take advantage of every single feature when away from home. You will likely use it every day.



Search

Find anything

Search remains at the heart of the Google experience because the data it consumes and provides is utilised in many other prominent services. Whether you are using a mobile device or a desktop computer, you can search using just your voice and the results can be sorted and manipulated in a variety of ways. Images can be refined by size, articles can be set to only display for specific time frames and many other options are included such as location or media types. Ultimately, however, Google Search is still widely regarded as the very best in the business and once you start using it, it is hard to get used to competing options.



Music

Every song you want

Google Music competes well with the likes of Spotify and Apple Music, and is perfectly capable of giving you access to any song you want to listen to. You can stream tracks from mobile devices and computers, and with the subscription service you are able to also download tracks for offline playback. Playlists, albums, artists and other tools are used to keep everything organised and, as expected, it works consistently over every platform. Finally, the performance is astonishingly quick and almost always feels as though every track is stored locally on your device. If you love music and want to discover artists, try this.

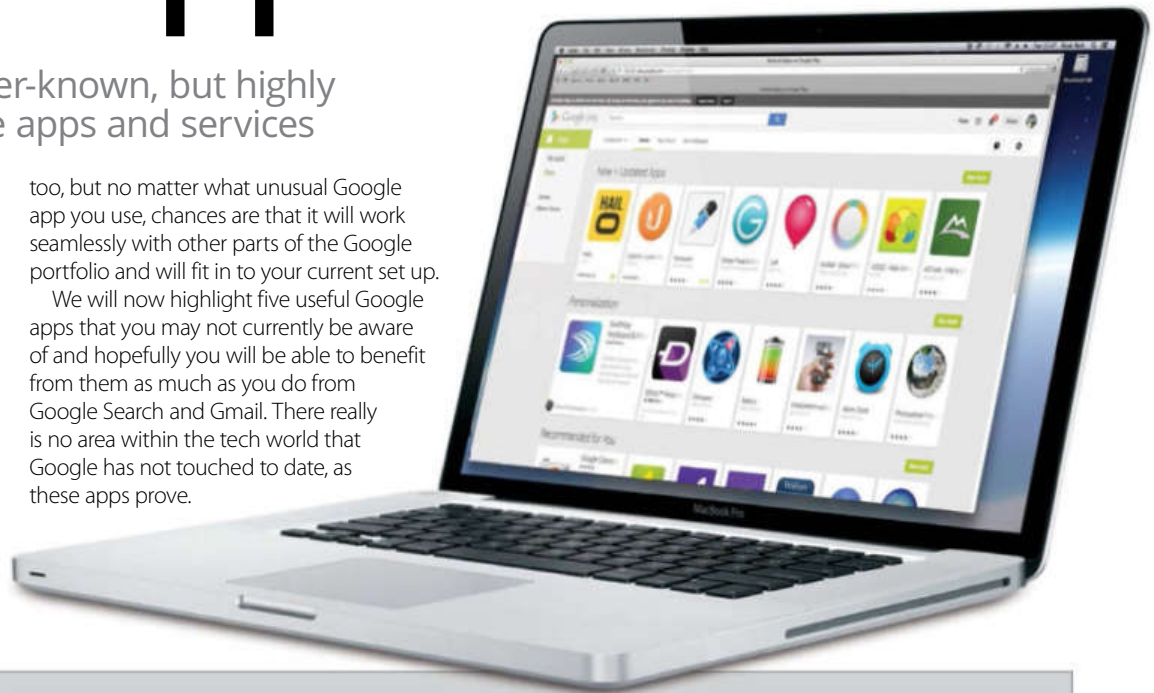
The best of Google's hidden apps

Here is a collection of lesser-known, but highly capable and useful Google apps and services

You will likely know the most popular apps and services that Google runs, but there are other apps that the company has either acquired or developed over time that may surprise you. Some of these apps offer no obvious indication at all that Google is involved, but you can be assured that they will work flawlessly and bear all of the hallmarks of the Google system behind the scenes. Reliability, accuracy and speed are obvious throughout. From community-based navigation to image editing, Google's reach extends way beyond the obvious and into a variety of areas, but ones that remain eminently useful. The company is now even delving in to the world of home automation,

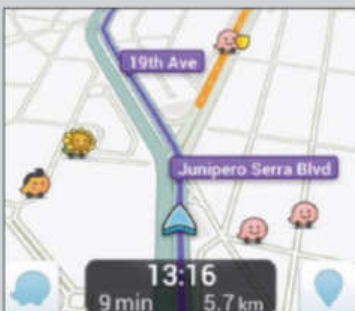
too, but no matter what unusual Google app you use, chances are that it will work seamlessly with other parts of the Google portfolio and will fit in to your current set up.

We will now highlight five useful Google apps that you may not currently be aware of and hopefully you will be able to benefit from them as much as you do from Google Search and Gmail. There really is no area within the tech world that Google has not touched to date, as these apps prove.



Waze

Community-based navigation



Waze is not like other navigation apps, as it relies on the input of its users to guide people from A to B. Thankfully, it has proved to be exceptionally popular and so you can rely on a huge community, which is arguably more reliable than using satellites – the method most navigation apps have to use.

You will be offered the best routes and will be continually updated with the current traffic conditions, and the social aspect

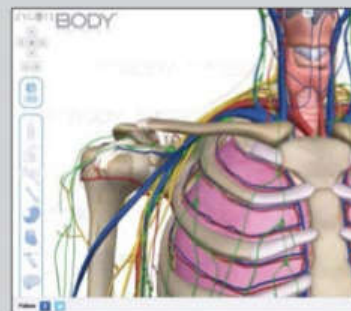
of the service really does feel unique. The more you put in to the service, the more you will get out of it and you are rewarded for making an effort. This is why the service works so effectively and why Google felt the need to get involved in the project. It works best with friends because you can see where they are and vice versa, and even the maps are continually updated by an army of people who are looking for changes in roads and events all of the time.

Waze may feel too friendly to be taken seriously at first glance, but you should not discount the benefits the app offers and in particular the accuracy and timeliness of the information. Waze has the potential to greatly influence the world of mobile navigation and it is becoming more popular all of the time. Everyone should give Waze a try.



ZygoteBody

Understand your body



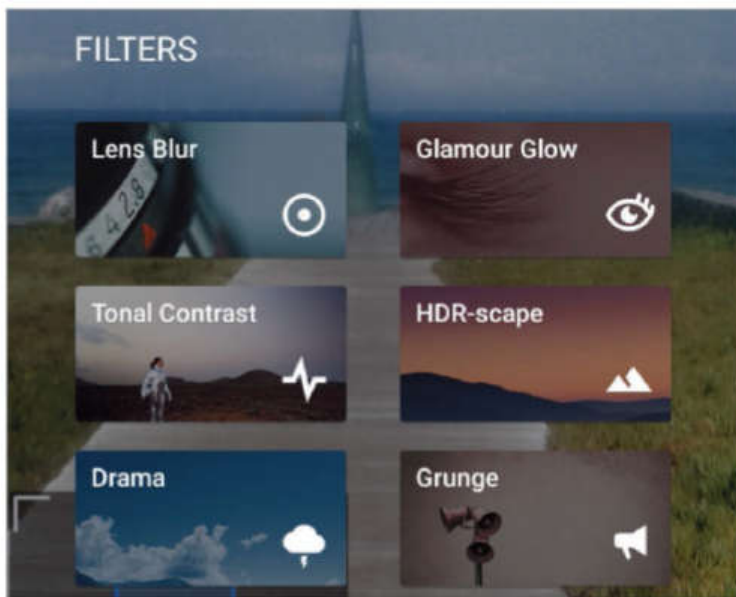
ZygoteBody was previously known as Google Body and is powered by the architecture that Google built. Even though it is not technically an app, it can be run on tablets and laptops with ease and is capable of educating

and entertaining you both at the same time.

It displays 3D anatomical models of the human body, which can be used for medical training at a high level. You can view the muscle system, organs and almost everything else in a great amount of detail with just touch or the click of a mouse. Focus has been given to the data that's on offer and it remains one of the most impressive and useful Google creations to date. Take a moment to look at the service and you will be enthralled for a very long time by the sheer amount of accurate and interesting data that is on offer.

"You will be enthralled for a very long time"

Snapseed | Edit images in seconds



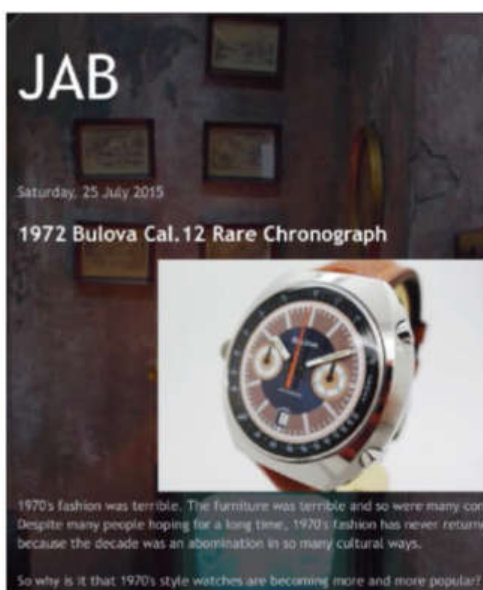
Snapseed was a standalone app that Google purchased some time ago. It was unclear as to what the motives were at the time, but to date it is still available as an app to install on phones and tablets. A photo editor is not particularly original or unusual, but when you use Snapseed it soon becomes clear that it is a special solution that can completely transform an average photo into a work of art. The filters are exceptional and easy to adjust, as is the large range of editing tools, which take seconds to understand. Indeed, the quality of the tools rival much more expensive desktop apps for effectiveness and it is likely that it will soon become your main image editor once you start using it. It is an exceptional app that has recently been updated with even more powerful features. Where it will go in the future remains unknown, but for now it is superb.

Nest | Google software meets impressive hardware



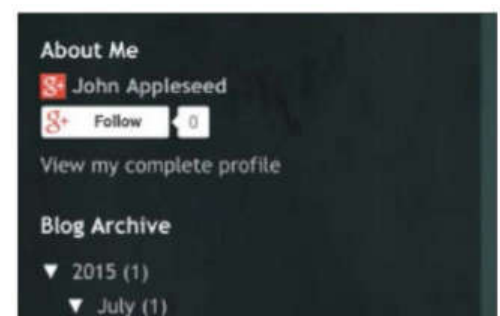
The Nest thermostat changed the way many people view static household objects thanks to its wonderful design and connected ease of use. Google spent \$3.2 billion to purchase the company and it still works as it always did. You can download a simple, but very clever app to quickly change the indoor temperature when away from home and also manage many other aspects automatically. With the right accessories, it can detect smoke and carbon monoxide, and it can also be used as a viewer to see what exactly is happening in your home through a Nest Cam. Google has kept the hardware at the same high level as it always was and obviously has the capability to improve the software to make sure that Nest products are more connected and intuitive than ever before. There really is no limit as to how far Nest can go and it could become a major part of Google's portfolio.

Blogger | Build an online presence for free



Blogger is still seen by many as just another blogging service despite the fact that Google bought it way back in 2003, but it does offer many important advantages over the competition. For a start, it is free and you can re-direct a custom domain to your blog for free, which most providers do not offer. Also, Google is an incredibly important part of the internet and has the ability to help you build a large readership more than any other company.

The Blogger platform is not the most sophisticated and the number of templates available could be bigger, but everything you need is included and it works equally as well for new bloggers and experienced writers alike. The blogs must be held online on Google's servers and there is full support for all of the most popular web browsers, so you can be assured of a reliable and efficient experience no matter how large your blog gets or how often you update it. You can use Google's AdSense to generate income from your



blog and also integrate it with Google+ for greater reach, but no matter what you choose to do, the Blogger platform is in great hands and should help you keep your online presence as visible as possible to your readers.

The fact that mobile apps are available too means you can keep the level of content high and can post when travelling, which is a very important part of keeping a blog readership at a high level.

Blogger may be one of Google's longest-running services, but it is one that is strangely unconnected to the company in most people's minds.

The mobile revolution

Google powers the most popular mobile operating system on the planet and it works brilliantly

Android as we know it today has become the dominant mobile operating system in a market that has been greatly expanded over the past decade. Smartphones and tablets are ubiquitous around the world and Android is well placed to cater for more people than any other platform out there. Google offers Android to any hardware developer that would like to build devices running it and because of this we have a plethora of phones and tablets at all price ranges that offer a similar experience. In many ways it does not matter if Android is running on a budget device or a product designed to appeal to those who only want to use the best, because the core of the experience will remain the same. With millions of apps available via Google Play and a range of Google services designed to work just as well on Android devices as they do on desktops, there really is no limit to what an Android powered phone or tablet can achieve.

Google Music works especially well on an Android device and so does the official Photos service, and all of the other Google services have complementary apps that can offer all of the features of their desktop counterparts. Gmail,

Chrome, Books, Movies & TV, YouTube, Hangouts, Newsstand and so many other services have been tailored for mobile with apps released by Google and each will share user data seamlessly with the main Google web services. Google Now is a very good example of a service which performs best when mobile because it is able to alert you to events and offer timely information exactly when you need it. The Maps app and related service is another example and so is Google Music. Android is not just an operating system, it is a collection of apps and Google services that, when running on dedicated hardware, offer an experience that is effectively limitless and which will be with you throughout the day.

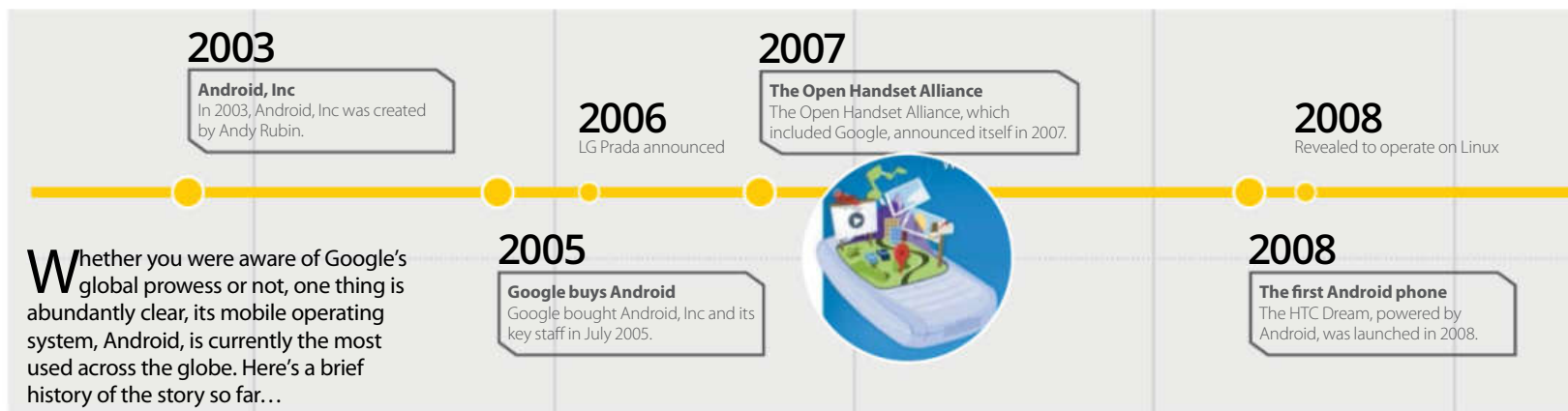
In a world where mobile is becoming so important that it could eventually outpace the desktop market and even the web itself, Android is well placed to cling to its current number one spot for some time to come. Some of its devices are extremely affordable, so if you are already using many Google services and would like to experience them when travelling, there really is only one option, but it is one that offers many choices.

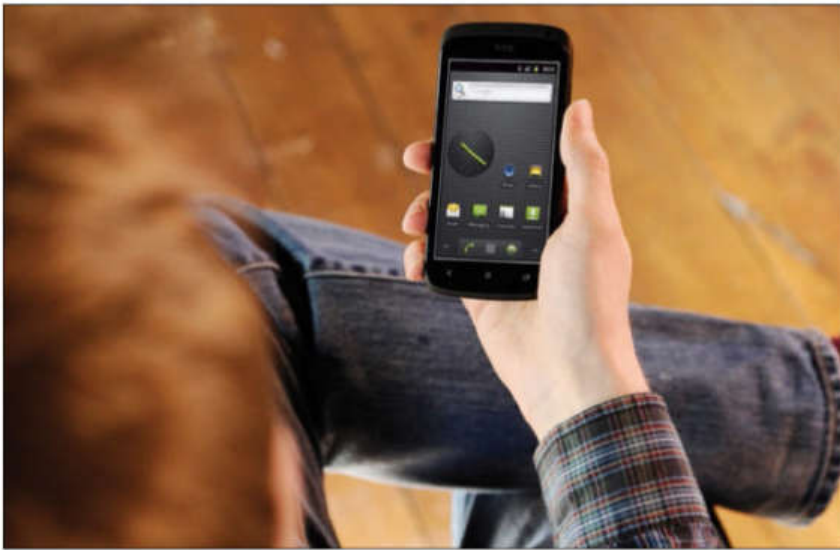


“There is no limit to what an Android device can achieve”

The history of Android

The story of the most-used mobile OS worldwide





The early days

Android had to battle against early smartphones and the threat of the iPhone from day one

In the very early days of Android, the iPhone was receiving all of the headlines and was trying to drag early adopters away from traditional phones such as the Treo 650 and other smart niche devices. It was clear, however, that a new approach was needed for smartphones to gain mass market appeal and so Android was quickly developed to offer as complete a system as was possible at the time.

Phones dominated by screens were created alongside more traditional units with hardware keyboards, but it would be fair to say that the early versions were somewhat experimental. Just like the iPhone, the features were limited not just by

the ability to create powerful software, but also by the slow mobile networks available at the time. Google invested heavily, both financially and with resources, and in a very short space of time the initial versions of Android improved dramatically.

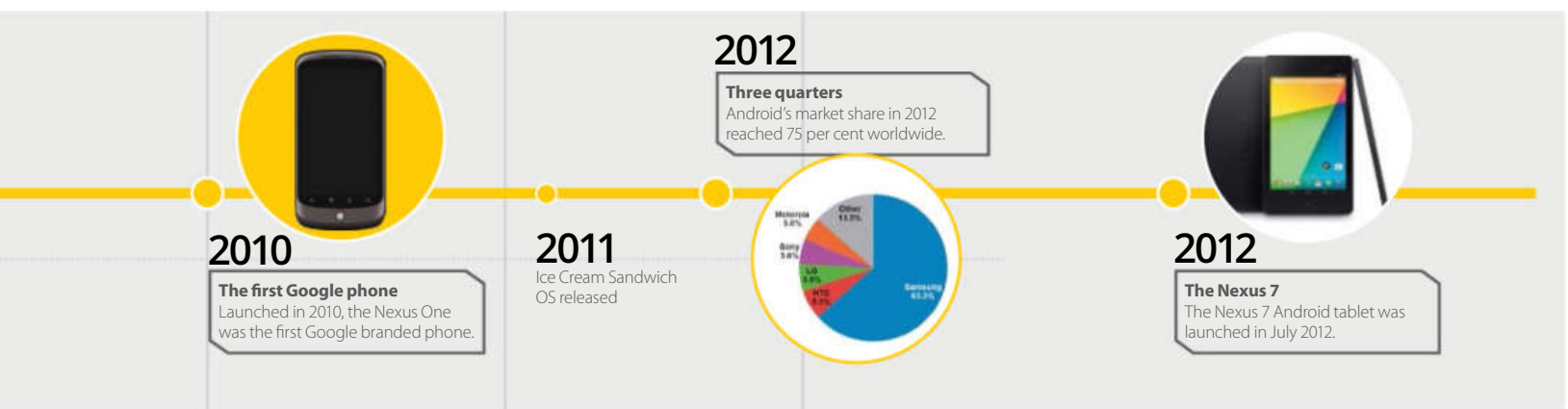
This approach captured the interest of smartphone manufacturers such as HTC and LG, and so the Android revolution began in earnest. With the iPhone proving popular from launch, the devices already being built by the likes of HTC struggled to compete, and working alongside Android presented itself as a ready-made solution to what would otherwise have been a huge problem in this competitive market.



Android everywhere

Keep in touch and stay connected all of the time with an Android Wear device on your wrist

The logical extension for Android is to take the already mobile form of the smartphone and miniaturise the experience so that you can access the most important features from your wrist. Android Wear devices obviously work as watches when worn and can display the time continually in a low power mode, but they also do much more. New emails, messages and notifications will immediately be sent to the watch so that you never miss anything and you can also measure your heartbeat and steps when exercising. You can check the weather, track flights, navigate and do much more without ever touching your phone, and the advantages do not stop there. Just like the main Android operating system, multiple manufacturers have got involved and we now have a variety of Android Wear watches available in all sorts of styles. There is a Wear device for everyone.





Android tablets

Android tablets are now incredibly sophisticated and can compete with the best of the competition

Initially, it would be fair to say that Android tablets struggled to compete in terms of apps available and even the suitability of each app. Many apps were simply stretched to fit the larger screen and this led to concerns about usability, but in short order app developers started to embrace Android tablets and create apps that were worthy of the platform. Samsung and other manufacturers then jumped on board and today we have a vast array of tablets available that push the boundaries of what a mobile computer can do. If you want a mobile experience that is close to a full computer in your hand, an Android tablet is the ideal way to go.



The future of Android

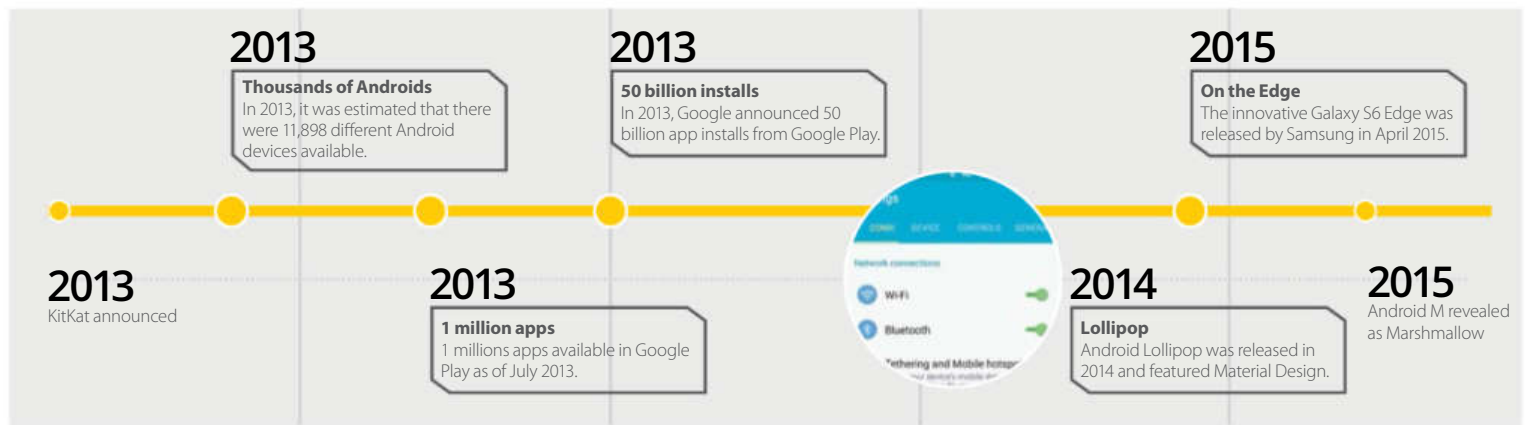
Smartphones are merely the present tense of Android because the system could become your computing hub

It's all too easy to view Android as a smartphone platform, but with Google's expertise in general web connectivity, and with online services being able to connect multiple devices together as one entity, there is a lot to look forward to. You can already send all of your films and photos to your TV using an accessory and you will soon be able to use your Android device as your entertainment hub when driving. Add to this the ability to control various devices in your home and you can start to imagine where all of this will end up.

Android does not have a direct affiliation to a desktop operating system like the iPhone (Mac OS X) or Windows Phone (Windows), but this is actually an advantage. It will be able to work as a standalone platform and with few barriers to entry, even more manufacturers will be able to develop devices and accessories that work on and with the Android platform. Everything from lights to heating to drones will work with Android and it is likely that Google will be at the heart of most of these developments. Android is about to get even better.

History of Android continued

The story of the most-used mobile OS worldwide



Chromebook

The PC experience, simplified

Imagine for a minute an operating system that is always protected from viruses and malware, and which you never need to update. Now, imagine being able to download from thousands of free apps that all work together and having every Google service available to you by just logging in once. It would be wonderful if it could run so efficiently that even laptops and desktops priced way below the average Windows device could run it smoothly and extremely fast. It would also be fantastic if it powered on instantly and you had a choice of devices to run it from that ranged from budget to luxury. Well, you do not need to imagine any of this because it is available in Chrome OS, which runs on a selection of excellent Chromebooks. A truly fantastic addition to Google's arsenal.



Google phone

The clean and powerful Nexus 6.

Nexus phones run a clean version of Android that Google has not loaded up with extra apps and features. Most manufacturers like to include their own software and hardware tweaks in order to appeal to as many people as possible, but it is often the case that all of this extra baggage actually reduces the effectiveness of the device itself. In the Nexus 6, Google is offering pure Android in a large phone with a pixel-perfect six-inch HD display. The two speakers offer a superb audio experience even when you are not using headphones and the 13-megapixel camera means that it can replace

your standalone camera with ease. The battery is huge, which means fewer charges and the very latest version of Android, Lollipop, is installed for good measure.

The Nexus 6 is not trying to be the most powerful Android phone on the market, but it is without doubt one of the easiest to use thanks to the thoughtful way it has been constructed. The Nexus 6 represents the culmination of years of development in terms of hardware and software, and it highlights perfectly just how far the platform has come in such a short period of time.



Chromecast

Play Android media anywhere

The Chromecast is an extremely well-priced accessory that plugs into the back of a TV. Your Android device can then stream films and video clips to it wirelessly to offer a much better experience than watching on a phone or tablet. On top of this, you can 'cast' apps to the TV as well and enjoy games as you would with a dedicated games console. Viewing photos is easy too and the actual Chromecast app will display a series of customisable photos on the TV when you are not using it. Support for Netflix, YouTube, BT Sport and other well-known services is included as well to round off a complete feature set. The setup process is simple and the system works reliably, which makes it one of the most useful accessories available for your Android device. A brilliant solution.



The future of Google



Drones

Drones may one day come to dominate the skies if Google has anything to do with it.

Drones are currently receiving a lot of attention and much of it is quite negative, but the potential future uses for this technology are actually very positive. Google has already started testing drones in Project Wing to deliver goods to customers, which would potentially greatly speed up receipt and also cut a lot of waste out of the traditional delivery systems we still use today. It sounds bizarre, but Google has tested delivering a package using a drone, which lowers the package by a type of fishing line from 150 feet in the air. This type of technology would be ideal for so many of the items that we purchase currently and will likely be more environmentally friendly and safer as well.

Concerns remain over safety and the privacy implications of drones, but these are common worries with all new types of technology that do things in previously unheard of ways, and eventually these may be extinguished by the true potential. Imagine a future where Google drones

could provide disaster relief and deliver aid to areas in need. From earthquakes to floods to civil war, drones offer the kind of capability that will never be possible using traditional vehicles and people.

If you are wondering how drones can possibly work in such areas, a huge amount of thought has already gone into the design of each one – they can take off and land without the need for a runway and effectively offer the benefits of planes and helicopters, but in the one vehicle. Destinations can be programmed in and then the drone will deliver the aid or package without the manual intervention of a human during the process.

We can also see how many of Google's current services will help with such a journey; Google Maps is incredibly accurate and the connected nature of all the other Google services means that the potential to expand on this technology is never ending, to the point that seeing a drone in the sky will no longer be a subject of terror, but as

familiar as a cloud in the winter. On the subject of drones, Google is also working on Project Titan, which uses solar-powered drones to provide internet access from what are effectively atmospheric satellites.

Like Project Loon, which is also designed to connect people in more remote areas, the potential for this technology is huge and as both projects blossom, we will start to see safety improve alongside efficiency. As roads become more congested and available land to build infrastructure on becomes rarer, it makes perfect sense to take to the skies. Drones can benefit our lives in a myriad of ways that we can barely imagine at this time. Google is also proving that it is not a company that is satisfied with what it already has, which is of course a lot, but one which is always looking to the future in order to benefit not just the company, but humanity itself.



Wi-Fi balloons

Everyone could one day be connected to Wi-Fi thanks to Google's ambitious Project Loon.

Project Loon is an idea that will appeal to everyone, whether they need it or not. In many rural areas internet connectivity can be difficult to maintain and this is especially true in some countries. Did you know that two thirds of the world's population does not currently have access to the internet? This is without doubt because the cost of providing connectivity is not small and the time needed to build the infrastructure is great. Google's idea is to send balloons into

the stratosphere which will be able to send a valid connection anywhere using a vast network of balloons. It sounds daft, but it's a bit like using satellites to make phone calls, but is potentially much more affordable and thus more accessible to a much greater number of people. When you think about it, Project Loon sounds completely sensible, despite the name, and could well turn out to be one of Google's most helpful projects ever.



Project Jacquard

Project Jacquard aims to turn everyday objects into interactive surfaces in an invisible way.

Some projects sound so farfetched that they cannot possibly be true, but this one is. The idea is for conductive yarns to be sewn into clothing and the like in order to create a surface that can be used to undertake tasks by touch alone. When more are added, they become sensor grids and the potential for this technology is of course immense.

Imagine being able to act on notifications by touching your collar or tapping your trousers inconspicuously. It is all possible with Project Jacquard and especially so because work is being done to produce the technology at a large scale, which means that one day you may be able to pay for things and scan tickets just by walking up to a counter. With no effort whatsoever, a lot of what you do on your phone now could be undertaken just by wearing the right outfit.

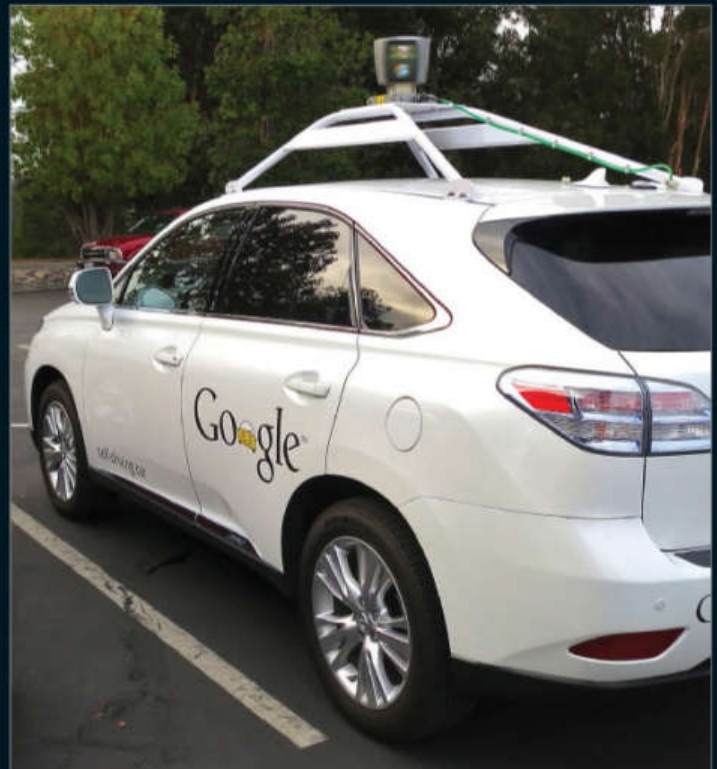
Driverless cars

The dream of a driverless car is closer than ever thanks to Google's Self-Driving Car Project.

When you think of a driverless car, the immediate thoughts tend to turn to safety and not having to make any effort when navigating long journeys. These are valid thoughts and potentially beneficial, but are nothing in comparison to the scope of what Google is trying to do with its Self-Driving Car Project.

As it stands, driving is one of the most dangerous, costly and inefficient forms of travel available to us, yet millions of us would struggle without a car. If you visualise a future where driverless cars are commonplace, you can then start to put the pieces together to see where Google is going. Cars that can communicate with each other can each find the most efficient route for every journey. They will always be aware of other vehicles and thus can keep accidents to a minimum, but there is one advantage that could dominate. Why would you even need to own a car in the future?

It is possible that you could tap your smartphone and a Google car will arrive to take you to work. You would not need to worry about anything. As adoption grows, we could reach the point where it is considerably cheaper to use Google cars every day for each journey than to actually own a car and deal with fuel, insurance, depreciation and all of the other associated costs that come with 'owning' a car.





Cardboard 2.0

Discover how Google is unfolding the future of virtual reality and making it accessible to everyone

What a difference a year makes in the world of technology. Last year Google gave away its Cardboard virtual reality headset as a free gift to developers at the end of the Google I/O conference. This year, the product was firmly placed in centre stage during the conference keynote. One million Cardboard viewers have been shipped worldwide and over 500 compatible apps are available on the Play store. But Google is not going to stop there. With a new-look Cardboard viewer and an ambitious vision to make sharing virtual reality experiences accessible to everyone, the tech giant is pushing the envelope of virtual reality.

VR for everyone

If you're not familiar with Cardboard, it's similar to the Samsung Gear VR that was also launched last year. If that still doesn't mean anything to you, it's a headset where you insert your smartphone in the front to act as both the display and the computing power for your virtual reality experience. Stereoscopic lenses in the headset then convert compatible apps and games running on your phone into immersive 3D worlds.

The big difference between Samsung's Gear VR and Google's Cardboard headset though is price. The Gear VR costs £200 and is only compatible with Samsung's top-of-the-line phones, the Galaxy

Note 4 and Galaxy S6. Cardboard, on the other hand, costs as little as £20 and works with any Android phone. So why is it so cheap? Well, as you may have guessed from its name, Google's headset is made of cardboard.

"Our goal with Cardboard was to make virtual reality available to everyone," said Clay Bavor, Google's vice president of product management, speaking at this year's Google I/O conference on 28 May. "So we started with a piece of cardboard, some velcro, added some lenses and a rubber band. And amazingly enough, that was all you needed to turn your smartphone into a fully functional VR viewer."

How to use your headset

1 Construction
The Cardboard viewer arrives as a flatpack. While the original took 12 steps to assemble, it now only takes three. Remove the sleeve, unfold the flaps and you're done.

2 Launch the app
Download the free Cardboard companion app from the Play store or – for the first time – you can download it onto your iPhone from the App Store.

3 Pair devices
Officially licensed viewers will include a QR code for you to scan with your camera to sync your headset's parameters with the Cardboard app. If your headset doesn't have this, just press skip.

4 Insert your phone
Once pairing is completed, insert your phone and close the lid on the back of the headset. Make sure the velcro is firmly stuck together, so your device doesn't fall out!

5 Explore
The official app includes demos to sample what the viewer can do, but download other Cardboard-compatible apps from the Play store to really make the most of it.



Bavor then went on to announce an updated version of the original Cardboard. However, rather than upgrading it with complicated new features, the update made it even more simplistic: the flatpack you assemble the Cardboard viewer from now only takes three steps instead of 12. Google has also got rid of the magnetic button that only worked with phones with built-in NFC and replaced it with a conductive one that will work with all devices.

If Cardboard sounds like it is disconcertingly low-tech, that's because it is. Android smartphones already have the processing power and display quality to match virtual reality's gold standard – the Oculus Rift. Oculus grabbed headlines as a Kickstarter project that was bought out by Facebook for \$2 billion last year. A finished headset

isn't expected to appear until next year, but developer kits are already publicly available and sell for \$350 (£225). However, a teardown video by the California-based repair firm iFixit, revealed that the screen from the Oculus Rift Developer Kit 2 is taken straight from the Samsung Galaxy Note 3. It is perhaps no surprise then, that the Samsung Gear VR is also built using Oculus tech and runs Oculus apps. It's also the reason other phone manufacturers are trying to break into the world of virtual reality. Sony is set to combine the displays from its Xperia smartphones and gaming expertise from the PlayStation 3 with the Project Morpheus headset, while HTC is working with games publisher Valve on the HTC Vive.

However, there is one major mobile manufacturer that's yet to enter the Matrix: iOS.

Looking to rectify this, Google has made the new Cardboard viewer larger, not only so that it works with 6-inch Android phablets, but the iPhone 6 as well. The Cardboard app is also now free to download on the iOS App Store. As Bavor put it, "So it works with any phone. It fits any phone. The button works with every phone. But the software, the Cardboard SDK, it needs to work with every phone, too."

An open-source ecosystem

If you're still not comfortable with the idea of a paper headset, you'll be glad to know that Google's Cardboard viewer is like the Nexus of Android phones; it represents Google's vision of how the product should be, but is far from the



retail for \$279 (£179). Mattel is also getting in on the act, relaunching its classic kids toy, the View-Master, to work with Cardboard VR this autumn.

The three biggest manufacturers of Cardboard viewers are Knox Labs, I Am Cardboard and DODOcase. DODOcase is particularly interesting because up until the launch of the Cardboard, it only produced iPhone and iPad cases. However, Craig Dalton, co-founder of DODOcase doesn't think it was that much of a sea-change for the company. "DODOcase is a tablet and phone accessory manufacturer. Smartphone VR viewers are essentially a phone accessory. We specialise in understanding how people use devices and creating products that complement that use."

"As soon as Cardboard was announced, Google made the specifications totally open source"

only Cardboard VR headset out there. As soon as Cardboard was announced, Google made the specifications for the headset totally open source. You can even download the Cardboard template for yourself and make your own, just visit google.com/cardboard.

This has led to an explosion of creative headsets that work with Cardboard's software, but are made from different materials. For example, the

Knox Aluminium is made, you guessed it, from aluminium but also wood, so it resembles the Morris Minor of VR. A company named I Am Cardboard mostly make near stock variations of the Cardboard headset, but in a range of different colours. However, it has also developed the premium XG VR, which is made of plastic and includes a foam lining for a more comfortable fit. It even comes with a Bluetooth controller, but it does

Enter the Matrix...

From exploring space to getting a front-row seat to a live show, here are the first apps to try on Cardboard



Titans of Space

Free

Explore the solar system with the Titans of Space app by DrashVR. The celestial bodies are all reproduced to scale at one millionth of their actual size, so you can explore them in your living room. Each planet includes a fact file, and a guided tour is available through an in-app purchase. While the graphics are not as impressive as those shown off in the new Expedition promos, Titans of Space will give you a feel of what to expect from the all-new VR experience.



Jack White: THIRD-D

Free

Enjoy an up-close performance with White Stripes frontman, Jack White, with this free download. From the perspective of being on stage with the rock star, you can watch him perform three tracks: 'Freedom At 21' and 'Ball and Biscuit' at The Bleacher Theater at Fenway Park in Boston, and 'Dead Leaves and the Dirty Ground' at Red Rocks Amphitheatre in Colorado. To ensure the sound is as immersive as the video, this app is also mixed using cinema-quality Dolby Atmos.



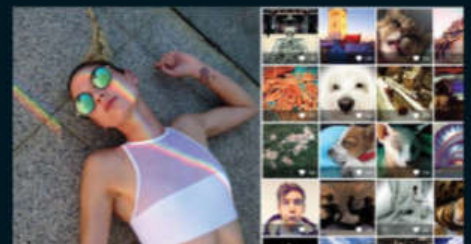
Orbulus Free

If you were a fan of Android 4.2 Jellybean's PhotoSphere camera mode, try Orbulus. PhotoSphere let you shoot 360-degree panoramas and upload them to Google Maps and Google+. Orbulus lets you view PhotoSpheres from around the world through your Cardboard headset, including incredible landscapes and venues. A particularly cool feature is that you start off in outer space, and select a planet-like PhotoSphere by simply holding your gaze on it.



Roller Coaster VR Free

Roller Coaster VR offers all the fun of a theme park ride from the comfort of your armchair. Made by Fibrum, this app will have you leaning from side-to-side and gasping with excitement as you complete loop-da-loops and corkscrews. For added escapism, the ride is set in a tropical jungle and even goes underwater. There are lots of roller coaster simulators on the Play store, but this is the one we most enjoyed – though it's also the one that must us feel the most sick!



Seene Free

Seene was giving Android users the chance to snap and share 3D photos long before Cardboard was a glimmer in Google's eyes. However, it also includes a View in Cardboard mode, so any image shared on the social network can now be viewed in your virtual reality headset. If you lack the funds (or the skills) to operate a Jump camera, this is a great alternative for sharing your own VR experiences as well as get an idea of what the Expedition program is like.

Dalton also believes that Cardboard has a distinct advantage over the Oculus Rift. "Smartphone VR [Cardboard] is the gateway to the entire VR industry. Without it, the industry will remain pigeon holed in the gaming community for years and will fail to realise its full potential. The price, portability and social sharing aspects of smartphone VR make it the perfect entree to VR," he concludes.

However, Cardboard has had its growing pains. With so much variation on the original design, some viewers have had slightly different optics and dimensions, so they won't work as well with apps. To combat this, Google launched the Works with Cardboard program in April. This enables manufacturers to input their key parameters – such as focal length and inter-lens distance – and receive a QR code to place on their device. Users can then scan this code using the Google Cardboard app, and their VR experiences will be optimised for the viewer. Also, if you're thinking of buying a Cardboard headset, look out for the Works with Cardboard badge to ensure that the product has been certified by Google.

DODOCASE, Knox Labs and I Am Cardboard have all signed up. Dalton stresses the benefit of working with Google rather than alone. "Google and DODOCASE share a similar vision as to where the market can go," he says. "Google's support of the software development community is critical in increasing the number of VR applications and the

"While manufacturers have been creating new viewers, app developers have been experimenting with virtual reality experiences"

quality of those applications. Our collaboration is a circle where top-quality viewers lead to more use of software and top-quality software will lead to more viewer sales."

While manufacturers have been creating new viewers, app developers have been experimenting with different kinds of virtual reality experiences. There are now 500 Cardboard-compatible apps on the Play store, including tours of the solar system in *Titans of Space*, 3D live performances from Paul McCartney and Jack White, as well as games, such as ghost story *Sisters* by Otherworld Interactive and space shoot'em up *Vanguard V*.

Critics might argue that even Cardboard's most sophisticated apps and games don't offer more than a 30-minute experience. This is little more than a gaming demo and isn't going to

attract the sort of hardcore gamers that are used to playing *Skyrim* or *Destiny* on a games console. Currently, Oculus doesn't offer games that are much more in-depth either, but it has recently invested \$10 million to help developers and is working with some of the world's biggest gaming studios, including Square Enix, the creators of the phenomenally popular *Final Fantasy* series.

In contrast, Google hasn't created a fund to support developers, but continues to make lots of tools available to developers for free, including the new Google Design Lab app. This app includes user guidelines for creating VR experiences. The company also continues to hire internally, for instance, it bought up the company behind *Tilt Brush*, a 3D painting app.



Watch Mike and Maggie's Cardboard engagement here
<https://goo.gl/bQN64m>

Make your own VR videos

Multimedia designer **Mike Rios** proposed to his girlfriend Maggie using Cardboard. We asked him how he did and what he thinks of Google's new Jump camera...

Why did you propose using Cardboard?

A I'm equal parts designer and tech dork; and a huge fan of pick-up and play disruptive open technology like Android and Cardboard. I quickly realised Cardboard's incredible power to transport and alter the perception of anyone with a modern smartphone, some cardboard, and lenses after its debut at I/O last year.

Around the time I was just starting to plan my proposal to Maggie. Up to that moment I knew I wanted to propose to Maggie with all of our family and friends in a big grand gesture. I also really wanted to surprise her while playing with her expectations to create an experience she would never forget that was also super creative, and Cardboard just seemed like the perfect way to write my love note to her.

You created your proposal using PhotoSpheres with no experience using



Cardboard. Would it be easier to use Google's new Jump camera?

A As I understand it, in addition to needing 16 GoPros and a custom rig you need some serious server power to process any video you make with it, which sounds problematic for the average consumer. To me it sounds like they have some plans in the short term with some well known film makers, which makes business sense as it feels more commercial in nature now. Whatever the case I'm definitely interested to see where it goes from here, maybe it'll be there for the layman in a year or two.

Is the future of virtual reality in DIY experiences or is this a stop-grab for more advanced developments?

A I don't see why they both can't co-exist! I mean there will definitely be large Hollywood-style blockbusters and experiences in VR, but there will also always be room for tons of smaller DIY experiences. If anything, companies like Google have widened the field for everyone in everything (applications, videogames, film, and music). That's Google's real super power here, disruption, and I'm ready and waiting to jump into the spaces they open up with things like Cardboard!

What was it like to get a shout-out from Clay Bavor in this year's Google I/O keynote?

A We actually knew about the shout out well before it happened! [Google] emailed me a few weeks before the event and asked if they could use it in the keynote, and given all of the help they provided through sponsorship, it was the least I could do! It was super exciting.

Craig Dalton is very optimistic about the money to be made as a virtual reality app developer. "Today, developers have a green field opportunity. I'm encouraging our partners to 'go, go, go!'" he says. "There will be new multimillion dollar development organisations created in VR, the only question I have is who they will be."

Robert Mao, the founder of mobile development company Pixomobile, cancelled his pre-order of the Oculus Rift Developer Kit 2 after trying Cardboard. "I actually don't think Cardboard is better than the Oculus Rift itself, but based on the reason why I want to buy a Oculus Rift DK – to test out prototype developments – Cardboard works better: it's much cheaper, it has decent quality. Most important, it will be much easier to develop a prototype and let many people test it, this is the killer part," Mao said. "It's much easier to find testers – you can even give away Cardboard along with your beta apps, there is no way to do it with Oculus," he added.

Virtual reality YouTube

However, being able to view virtual reality videos on Cardboard is so 2014. Google thinks it's time to share your own. You could already view panoramic

PhotoSpheres that you'd captured with your stock Android camera in Cardboard, however, this was imperfect and sharing them was difficult. Google's new system, called Jump, has been designed with Cardboard in mind, to specifically capture and create VR experiences, and then share them with the whole wide world.

"We want to put professional, previously impossible tools in the hands of any creator who's motivated," says Clay Bavor, "so that they can capture the world around them and then share it in a way that lets all of us jump to the top of that mountain, jump to any place or event on the planet and experience those sights and sounds as though we're actually there."

So how do you shoot VR videos? The answer is simple: with 16 cameras working together as one. Google has developed the Jump camera, an elaborate camera rig that can capture 3D worlds. The first array has been produced in partnership with GoPro, famous for its wearable action camcorders. But no on sale date or price has been announced, instead you can apply online and Google says it will provide rigs to 'select creators'.

In theory though, wannabe VR filmmakers could use any type of video camera and even make their own rigs. Bavor said they experimented with arrays

made from 3D-printed plastic, machined metal and – of course – cardboard, while testing out the product. "What's critical is the actual geometry and we spent a lot of time optimising everything," he says. "The size of the rig, the number and placement of the cameras, their field of view, relative overlap – every last detail," he adds. Just as it made the template for the original Cardboard open-source, Google will make this geometry available to everyone later this summer.

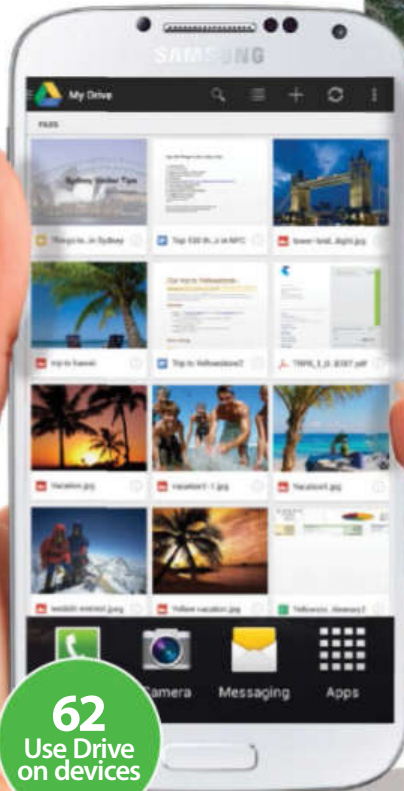
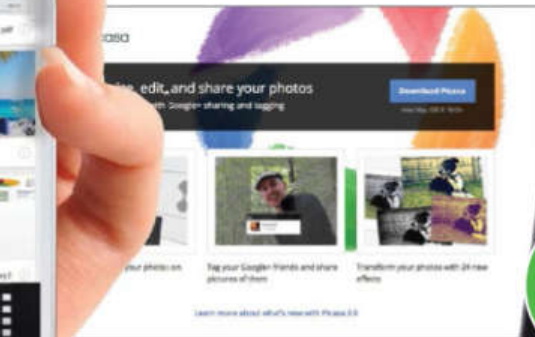
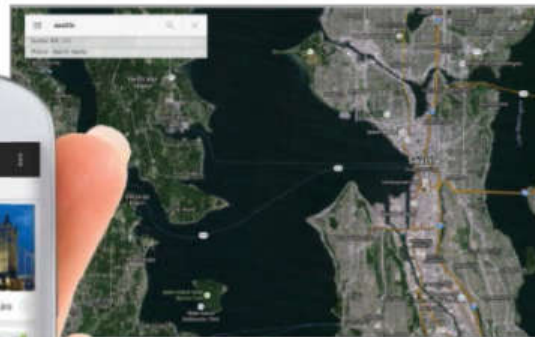
However, the next step of the Jump process relies on Google software. Called 'The Assembler', this program stitches the 16 raw videos into a seamless panorama with thousands of in-between viewpoints. These videos are very high resolution – the equivalent of five 4k TVs playing at once.

The final, and important step, is to then make your VR video available to everyone. Rather than build an app from scratch to showcase your VR experience or install an all-new player app, Google will be making Jump part of YouTube in the near future. You will then be able to search for VR experiences alongside ordinary videos on your phone, before donning your Cardboard headset. With Google's new Cardboard headset and Jump camera, it has never been easier to become a member of the virtual reality fold.

Google Tips

Learn to use Google's services more effectively in every area of your life

- 30 Communication
- 36 Shopping
- 42 News
- 48 Exploration
- 54 Information
- 60 Organisation
- 66 Websites
- 72 Management



“You can use Google for anything – finding deals and news, running sites, stargazing, you name it”



Communication

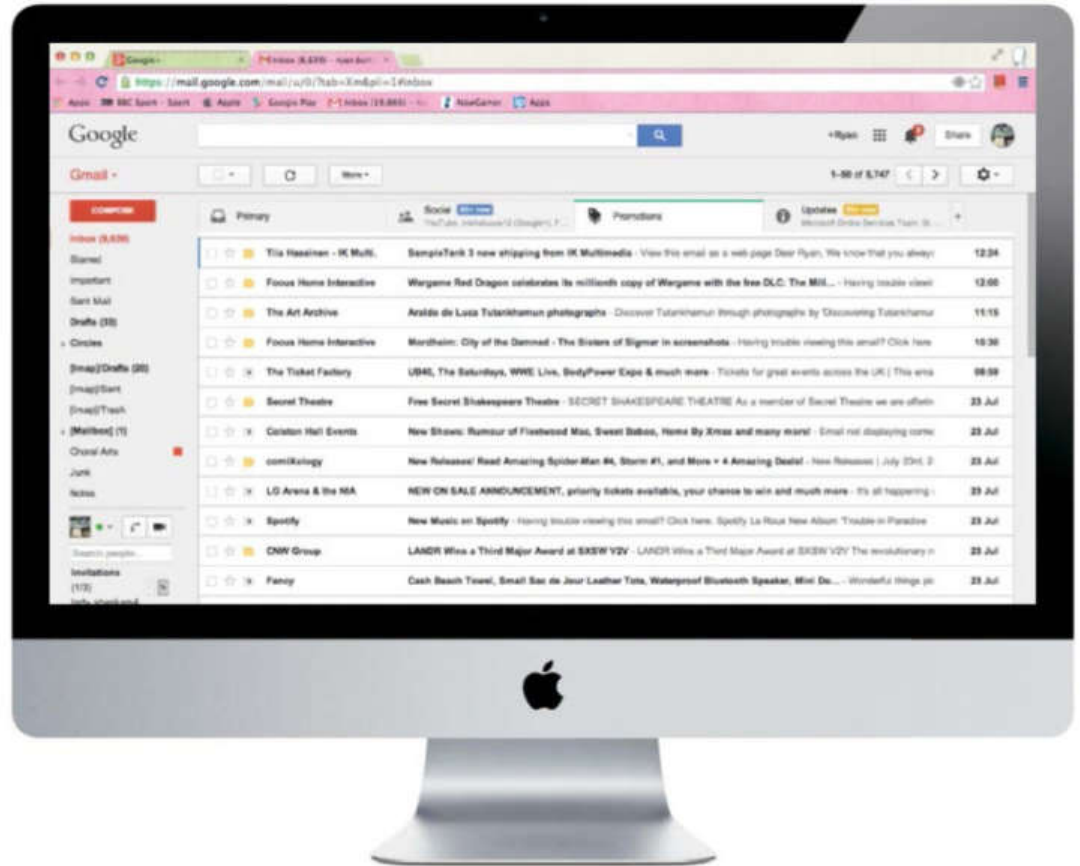
Google's services make it easy to communicate online, so let's delve in and explore them in depth

Whether it's sending basic messages through Gmail, uploading videos to YouTube, sharing photos or hooking up for a face-to-face video chat through Hangouts in Google+, communicating is made easy through Google's numerous free services.

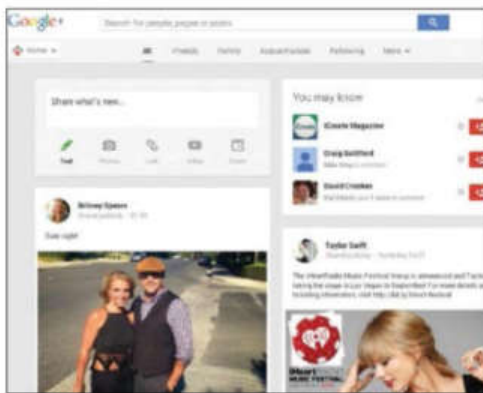
Later in this book, we will be taking a look at some of the main apps for communicating in more detail, but for now we thought it important for you to get accustomed with some of the respective services' lesser-known features, which can make using them even more intuitive and speed up your productivity no end.

Since Gmail is used by people at work and at home on a massive scale, we have focused mainly on cool tips for getting the most out of that service – such as interesting ways to manage your inbox and how to activate a truckload of keyboard shortcuts to cut the time you spend emailing people in half.

We also show you how to start a Google+ Hangout, for a video (or text) chat, which is a fun and modern way to communicate without having to spend a penny. In addition, we present one or two top tips for getting the most out of the Google Photos service and keeping all of your friends in the loop.

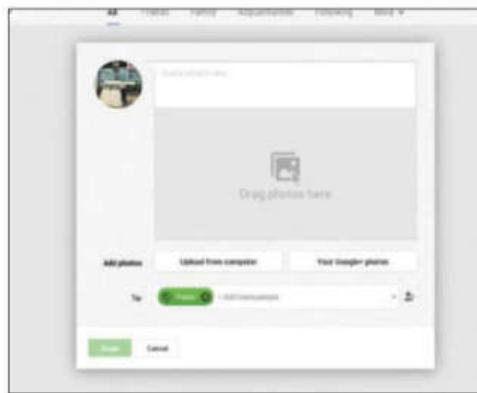


Google+ | Locate your communication tools



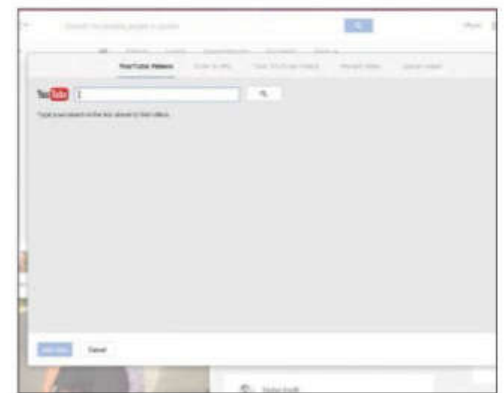
1: Your communication portal

When you log into Google+, all of the essential communicative tools you need are there at the top of your homepage. By default, this is set to Text, where you can post a status update.



2: Upload photos

Click on Photos to be able to upload new pictures to your Google Photos account. Drag images into the space provided or click one of the other options. You can also share them from here.



3: Find or add videos

If you click on Videos then you will be able to instantly search for videos on YouTube or upload your own video to the service. The final quick link allows you to quickly create Google+ events.

Hang out on Google

Hook up with your friends for face-to-face online chats

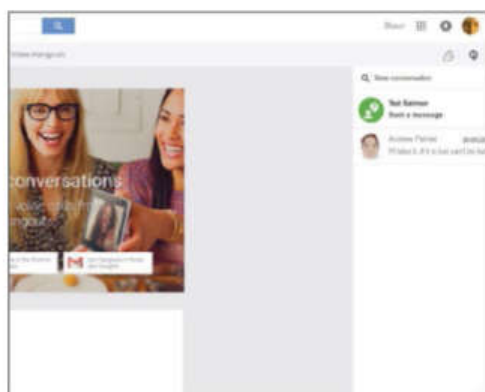
Google's product portfolio is packed full of services to help you communicate with others – be it via email through Google's Gmail service, via videos uploaded to your YouTube channel or via casual posts and status updates in Google+. Also accessible through Google+ is the Hangouts service. This allows you to instantly hook up with people from your social circles using your computer's webcam and chat in real-time, which is the next best thing to meeting up in person.

Hangouts is an ever-present feature of Google+ and can be accessed by clicking on the Hangouts

icon in the top-right corner of the interface. Here you can choose to create a new Hangout, hook up with people you have hung out with previously by selecting them from the list, or you can make yourself available to meet up should any of your friends be online.

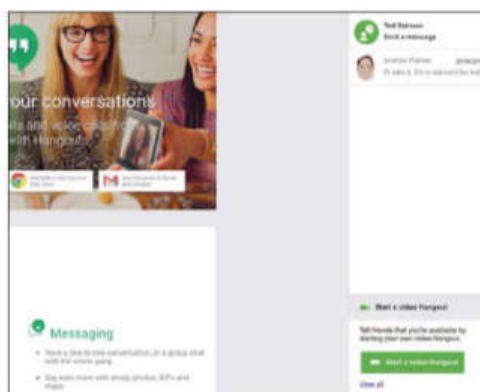
In this tutorial, we'll guide you through the process of starting your own Hangout. The more you use the service, the more natural a means of communication it will become, and before too long you'll be hosting your own online parties and ping-pong off quick-fire messages.

Hangouts | Start an open Hangout



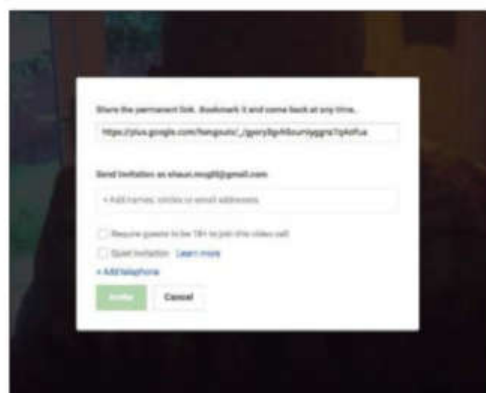
1: Go to Hangouts

Go to the Google+ service and, on the right-hand side of the screen, you will see a handy Hangouts column. You can start a new Hangout by clicking New Hangout and then inviting friends to join you.



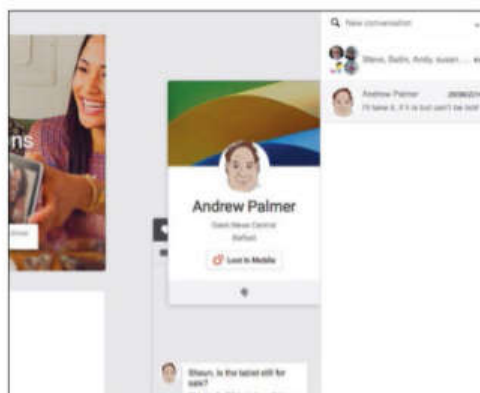
2: Start a Video Hangout

To let friends know that you're free to hang out, click on the arrow at the bottom of the column and then click on the 'Start Video Hangout' button to open up a new broadcast window on your desktop.



3: Post an invitation

You will now be able to post an open invitation to hook up with anyone from your circles who wants to chat. Fill in what's on your mind, add the names, circles or email addresses, and then click 'Invite'.

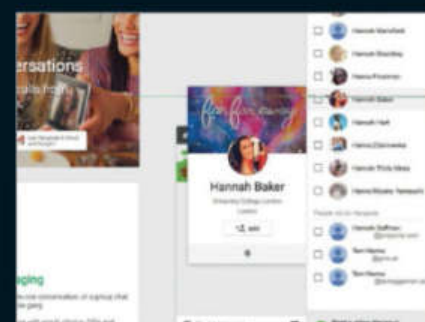


4: Quick hookup

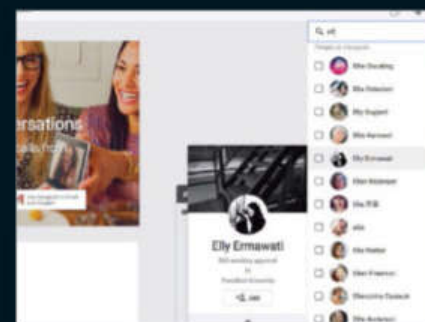
All of your previous Hangouts will be listed in the Hangouts column in Google+, so you can hook up with the same bunch of people again quickly and easily by just clicking on them in the list.

Finding people to join you in a Hangout

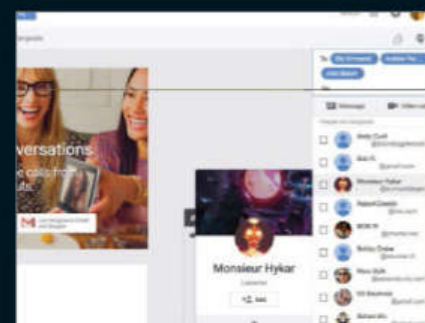
Here's how to add people and Circles to your Hangout



1 Click on New Hangout at the top of the Hangouts column and all of your current Google+ circles will be listed. Tick a box and you can start a text or video chat.



2 In the box at the top of the Hangouts menu, start typing in names. Google+ will match them with other people on Google+, even if they aren't in your circles.

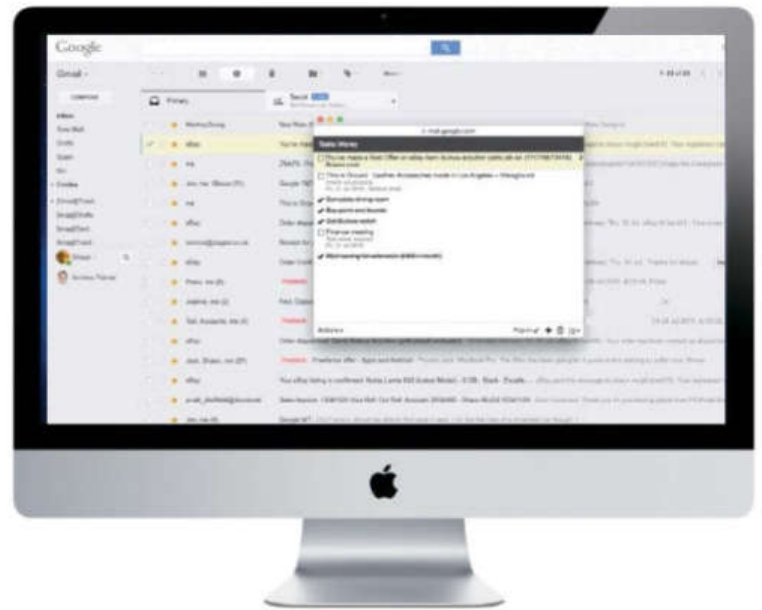


3 Click on the box beside a person's name and you will add them to your Hangout. You can either send them a text message or invite them to a video chat.

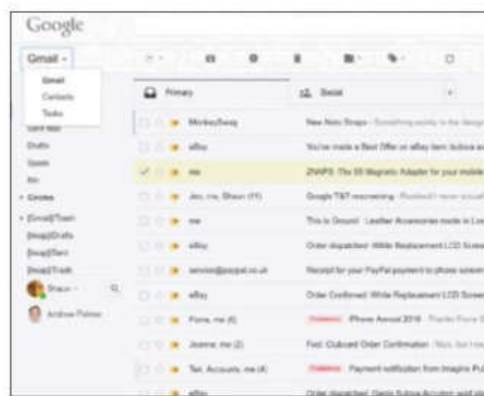
Save reminders and to-do lists

Give yourself a visual heads-up through Gmail

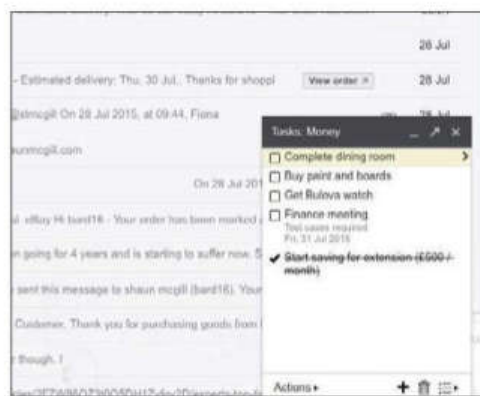
Google Tasks is a lesser-known feature of Gmail that can prove to be an **incredibly useful to-do list**. With Tasks you can just click and type to add new tasks, set due dates or add notes, and then tick each task off as you complete it. Your task list stays up to date no matter how you access it (which you can do via other Google services such as Calendar and through your mobile device's Gmail app), and it's always with you wherever you go. When used through your desktop computer via Gmail, Tasks will be displayed in an ever-present window in the corner of your inbox, so you can easily add emails as tasks – for instance, if there is an email you need to respond to and you want to be reminded later on.



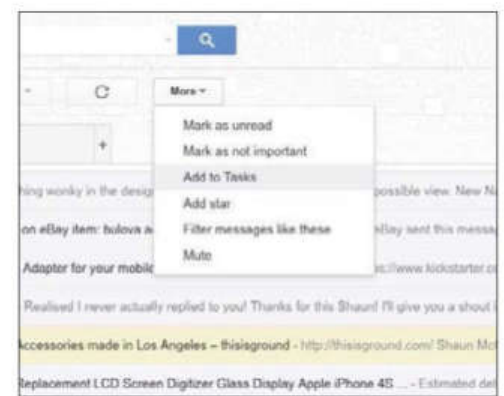
Store your notes with Tasks



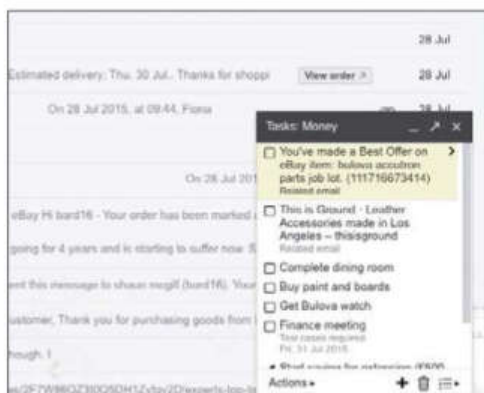
1: Click on 'Gmail'
Click on the 'Gmail' menu in the top-left corner of the Gmail interface and then choose Tasks from the list of options. A small task window will now appear in the lower-right corner of the interface.



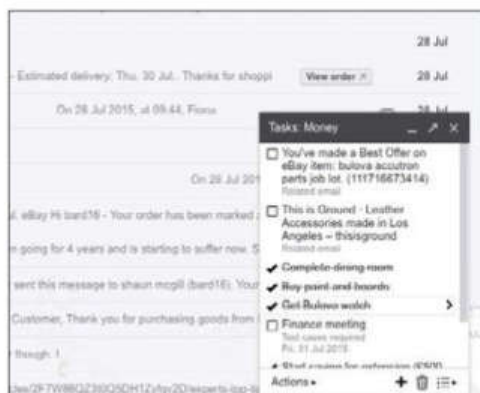
2: Creating tasks
Use the tasks window to create simple to-do lists. Click on '+' to create a new item and on Actions for a list of formats etc. You also have list options and can make the window bigger by clicking the arrow.



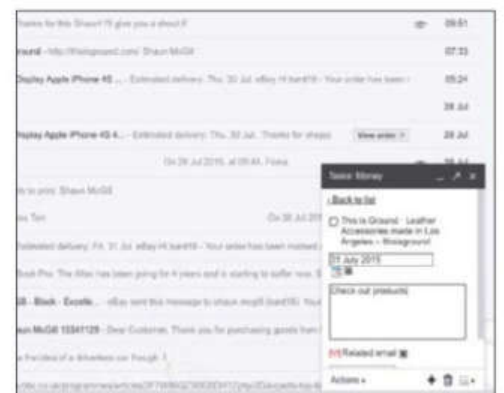
3: Convert emails to tasks
You can also convert emails into tasks on your list. To do this, open up an email message from your inbox and then click on the More menu at the top of the screen. Now simply choose 'Add to Tasks'.



4: Never forget to reply
If you are currently in the middle of something and can't reply to important emails straight away, adding them to your Tasks list will ensure that they are always visible, so you won't forget to reply later.



5: Tick them off
When you complete a task in your list, click on the box next to it and the text will be struck through to show it's been completed. Highlight completed tasks and then click on the bin icon to delete them.



6: Set reminders
To set yourself reminders to complete certain tasks in your list, click on a task and set the due date, then add any other notes that you wish to assign. It will then be marked on your Google Calendar.

Use the Gmail shortcuts

Motor through your inbox with these handy shortcuts

Wherever there are computer systems, there will always be shortcuts – single or multiple key combinations to perform certain tasks faster – and Gmail is packed with them too. Shortcuts will save you time, help increase your productivity and allow you to manage your emails efficiently – the hardest part is learning them all!

Shortcuts is a feature of Gmail that is deactivated by default, so you will need to go into your General Settings and activate it. From here, you can also learn the many shortcut commands that relate to all areas of Gmail, from composing and sending messages to managing your inbox swiftly on the fly. There is a lot to take in, but with practice these

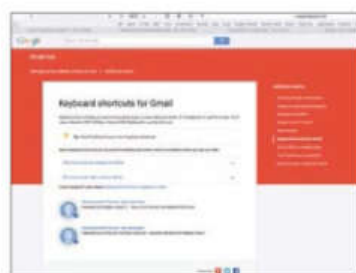
shortcut commands will become second nature. In this tutorial, we will guide you through the process of activating this cool feature and then provide a few additional tips on how best to learn the commands, although one solution might be to simply print out the page and keep it close to hand for easy referral.

Gmail | Activate and use shortcuts



1: Turn on shortcuts

While in Gmail, click on the cog icon in the top-right corner of the screen and then choose Settings from the list. While on the General settings page, scroll down and you will see a section called 'Keyboard shortcuts'. Set the radio button to the 'on' option to activate the feature.



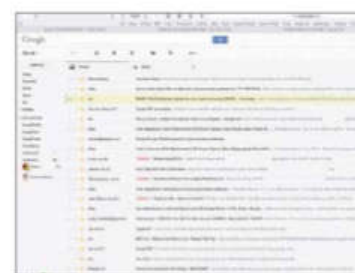
2: Learn the shortcuts

Still on the General settings screen, click on the 'Learn more' link just below 'Keyboard shortcuts' to see a complete list of all of the available shortcuts. Take a while to study them and get to know the ones that are likely to most useful to you and the way you operate.



3: Lots of shortcuts

There are shortcuts relating to all aspects of Gmail, including message composition and inbox management. There are also combo shortcuts that require the simultaneous pressing of multiple keys – learning them all is like learning to play guitar, in that it takes a lot of practice and guidance.

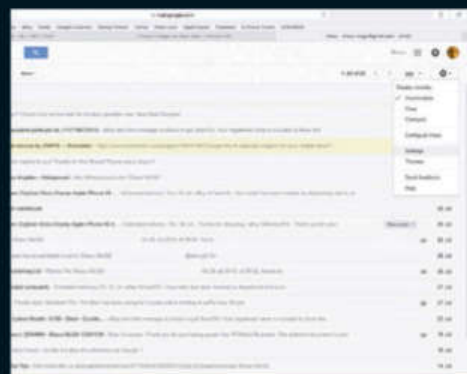


4: Shortcuts in effect

The more shortcuts you memorise, the easier you'll be able to manage and organise your emails and inboxes, speeding up your productivity. As there are so many to learn, try copying and pasting some into the Tasks window on your inbox and then learn them over time.

Spotting mass emails instantly

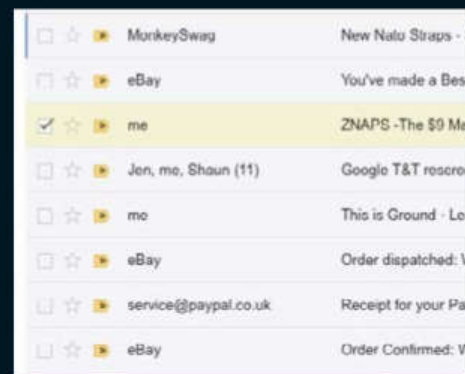
See which messages were sent straight to you, and you alone



1 While in Gmail, click on the cog icon in the top-right corner and then scroll down the menu of options to choose Settings. When in Settings, scroll down to the 'Personal level indicators' section.



2 Click on 'Show indicators'. This feature will display an arrow for messages sent to your address and a double arrow for those only sent to you. Click on Save Changes at the bottom of the screen.



3 The indicators will now be visible on messages listed in your inbox. Look at the small tab icon to the left of each message and you should notice that the aforementioned arrows will be present.

Start labelling emails

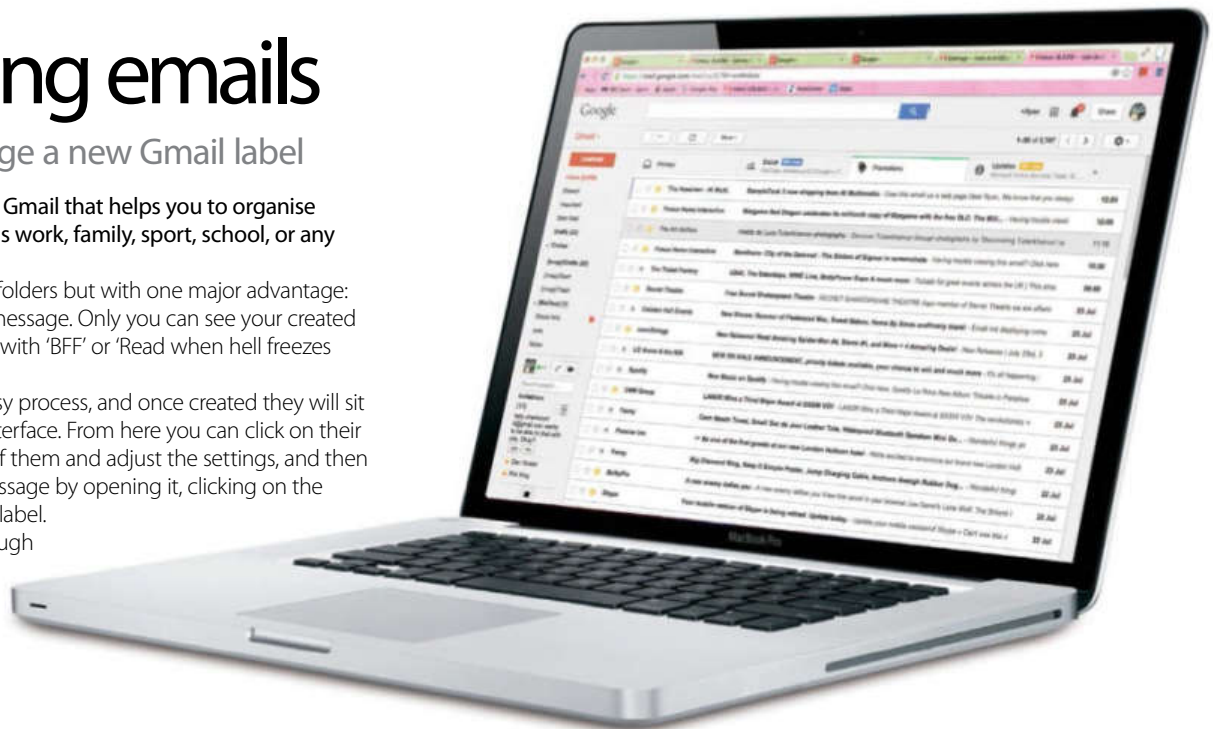
How to create and manage a new Gmail label

The labels feature is a useful aspect of Gmail that helps you to organise your message into categories – such as work, family, sport, school, or any category that you want.

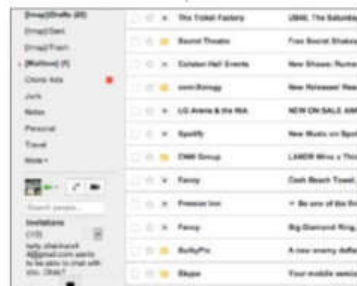
Essentially, labels do the same job as folders but with one major advantage: you can add more than one label to a message. Only you can see your created labels, so whether you mark a message with 'BFF' or 'Read when hell freezes over', the sender will never know.

Creating new labels is a quick and easy process, and once created they will sit in the sidebar to the left of the Gmail interface. From here you can click on their drop-down arrows to change aspects of them and adjust the settings, and then you can easily apply your labels to a message by opening it, clicking on the label icon and then selecting your new label.

In this tutorial, we will guide you through the whole process of creating and applying labels, and you'll soon come to appreciate how useful they can be.

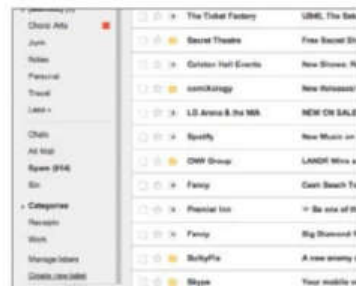


Create and apply labels



1: Click on More

In your main Gmail interface, look at the column on the left-hand side and then scroll down to click on the More option at the bottom.



2: Create new label

Now scroll down further and click on the 'Create new label' option right at the bottom of the list. Drag the grey divider down if it is in the way.



3: Name label

You will now be invited to enter a name for your label and determine where it will reside in the menu. Once done, click on Create.



4: Manage label

You can now click on your label in the menu and customise it. You can add emails to the label by clicking the label icon while reading through one.

Sign out remotely



1: Click on Details

If you forget to sign out of Gmail on another computer, you can do it remotely. Scroll down to the bottom of your inbox and click Details.



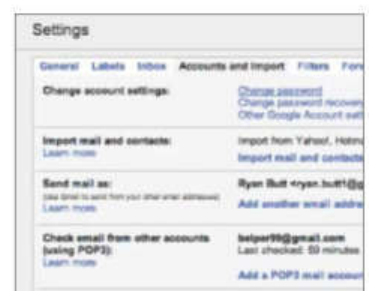
2: Monitor activity

All of your account activity will be shown in a list, so you can see when and where you have logged in and see if previous sessions are still open.



3: Sign out

At the top of the window you will see the option to 'Sign out all other sessions'. Click on this and a message will confirm that you have signed out.



4: Change password

If you are worried that your password may have been stored on that other computer, head to Settings>Accounts and then click 'Change password'.

Tag people in photos

Identify the people in your pics and share with them

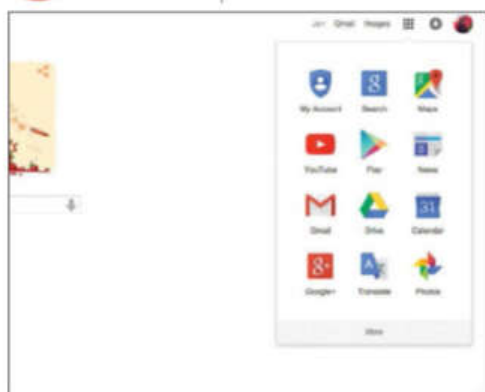
As it is so easy to take photographs on our mobile phones these days, we soon build up massive albums of digital images. As we have explored, these can be easily uploaded to your Google account and be manageable through Google's Photos service. However, ending up with tons of pictures can lead to the problem in that you may not always be able to remember who is featured in them.

To get around this you can open the image in Photos, click on the 'Tag people' option at the top and then click on all of the faces shown in the

image and assign a tag to each one. These tags will then be viewable every time you run your cursor over a face in the image. What's more, Google Photos is smart enough to recognise faces across images and will handily tag the same person in multiple images for you.

Once you have tagged people in your pictures, you can then go about sharing the image with the people in question to keep an online scrapbook for all of your merry adventures. In the following tutorial we will guide you through the process of tagging the people in your pictures.

Google+ Give someone a tag



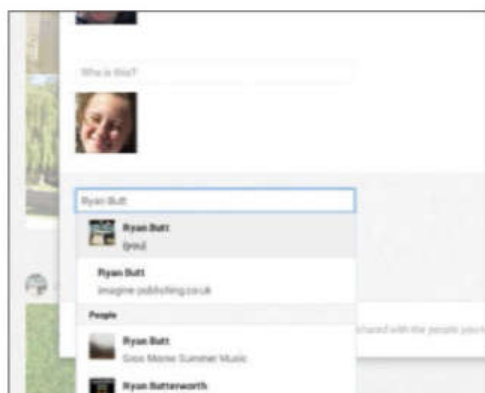
1: Open a picture

Go to your Google+ profile and click on your photos tab. Here you will see all of your uploaded photos displayed in a grid. Choose the picture that you wish to tag your friends in.



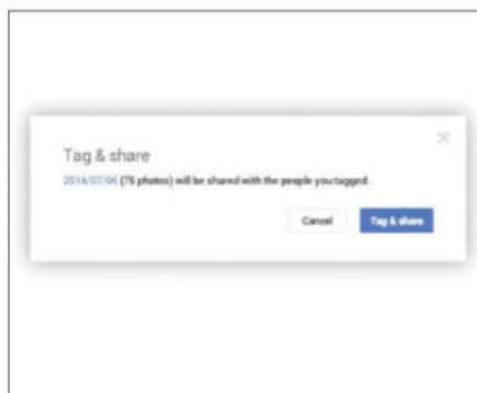
2: Click 'Tag people'

Click on the 'Tag People' button in the top-right corner of the screen and Google will present all of the unidentified people in your uploaded images and list them.



3: Enter names

Scrutinise each list face and under each one will be a field called 'Who is this?'. Click on this and then enter the name of the person. When you are done, click on 'Finished tagging'.



4: Tag and share

Once you have finished tagging everyone, Google will ask to share the images with the tagged people in with the actual people themselves. Click on 'Tag & Share' to complete the action.

Sharing your photos with other users

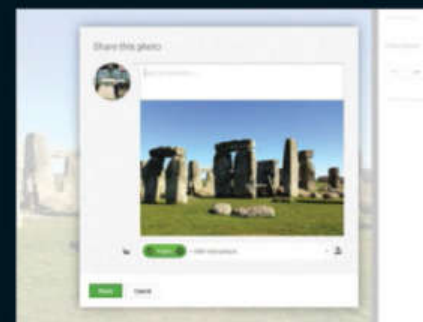
Start distributing your images via Google Photos



1 Go to Google Photos to see all of your uploaded images and albums, then navigate to the picture that you would like to share with other Google users.



2 When the image is displayed in the main window, click on the Share option at the top of the screen and a new floating window will appear on your screen.



3 You can type your own personal comment and add in the recipients. By default it will be set to 'Public', but you can click the 'X' to cancel that before sharing.

Shopping

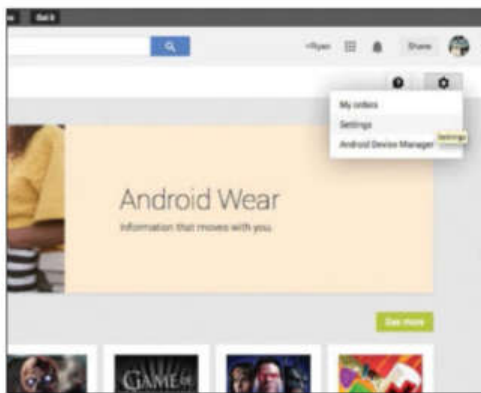
A world of purchasing possibilities is at your fingertips with Google's online shopping service

When you're a Google customer, music, movies, books and games are all within easy reach and can be yours in just a single click. Modern living often means that many of us have to make do with accommodation that is too small for our needs, which means that having truckloads of stuff that takes up space isn't the best situation. So why not download music instead of buying CDs? Why not compile an online library of movies instead of cluttering up the place with DVDs? And why lose premium shelf space to physical books when you can get all of the latest bestsellers to read on your mobile phone?

Google Play is an online store that stocks music, movies, books, magazines and Android apps. By setting up a secure payment method, you can download anything you need quickly and easily simply by searching for it, clicking on it and then downloading it to your computer or Android device. Each section of the Google Play store is packed full of sections that deliver the hottest content quickly so that you can get a taste for what's popular. You can then explore further by searching for individual items, sampling those products before you buy them, and discovering various other cool features tucked away – many of which we will talk about here.



Google Play | Update devices and get notifications



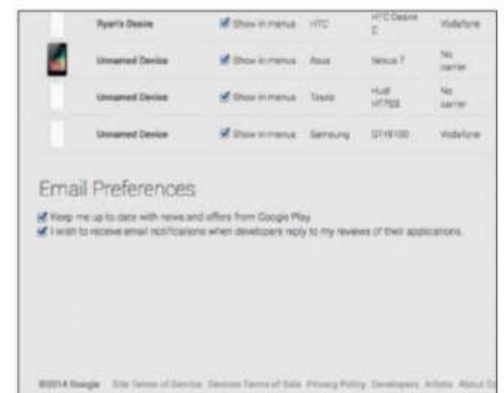
1: Go to Settings

While on the Google Play website, click on the cog icon in the top-right corner of the interface and then choose Settings from the menu. You can now see which Android-enabled devices you use.



2: Update devices

If one of your devices isn't named correctly, click on the Edit button next to the device in question and then type the new name into the text field. When you are done, click on the Update button.



3: Email preferences

The Email Preferences allow you to sign up for newsletters, including offers from Google Play and notifications when developers reply to reviews you've posted. Tick the boxes as applicable.

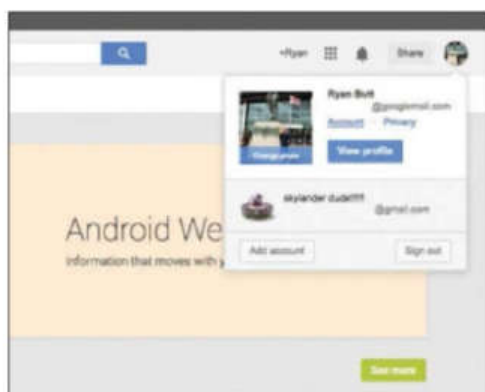
Add payment details

How to assign payment cards to your Google account

The Google Play store is a sprawling warehouse of virtual products – pretty much any album, film or book is right on hand for you to buy in an instant. To make purchases, you will first need to tether a payment method to your account so that you can then buy and download what you want with a single click. In this tutorial we'll guide you through the process of assigning a payment method to your Google account or, if you wish to add a new credit or debit card or simply edit the details of an existing one, show you how to update your payment details.

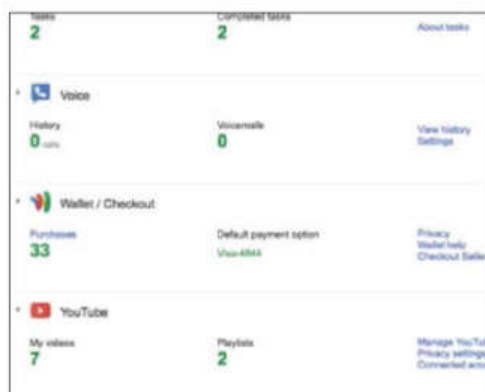
Although this process isn't perhaps as easy to fathom as you would think, it does require you to explore an area of Google that you may not be fully au fait with, namely your Accounts screen. You will access this screen for many purposes – which are explained in this book – but to get there, simply ensure that you are logged into your Google account and then click on your profile picture in the top-right corner of the screen. Once on the Accounts screen, you'll be able to access the Dashboard to review and edit any details that relate to any of the Google services that you use.

Accounts | Set up a new payment method



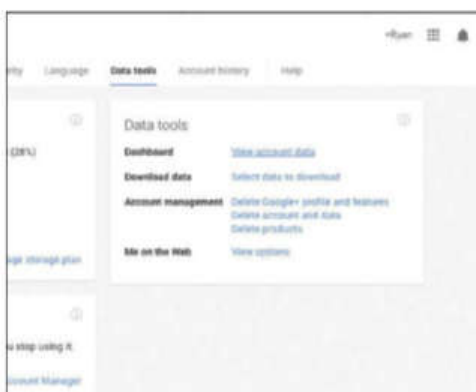
1: Go to accounts page

From the Google Play store, click on your profile picture in the top-right corner of the interface and then click on the Account link in the box that appears, to go to your main Accounts page.



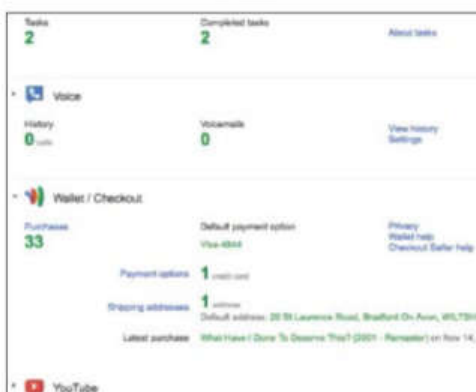
3: Go to Wallet/Checkout

Scroll down the list and eventually you will come to a section called 'Wallet/Checkout'. Click on the arrow next to the section header and this will display 'Payment options' – click on this.



2: Go to Dashboard

When you're on the Accounts page, click on the Data Tools tab followed by 'View account data' (under Data Tools, next to Dashboard). All of the Google services that you use will now be listed.

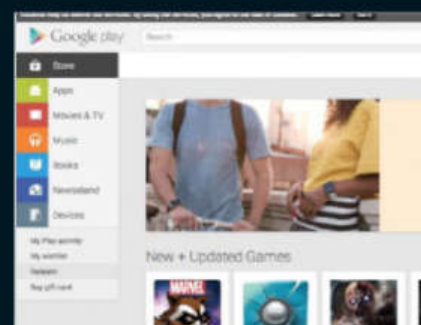


4: Add a card

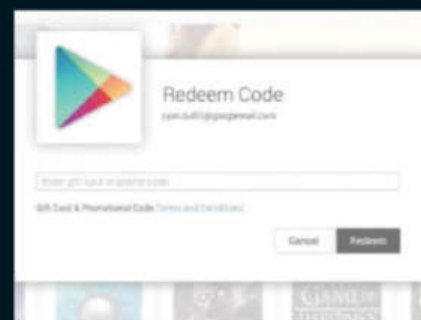
If you already have a payment in place, it will be displayed here. To add a new payment method, click on the 'Add a credit or debit card' button at the top of the screen and then fill in the details.

Redeeming gift codes inside Google Play

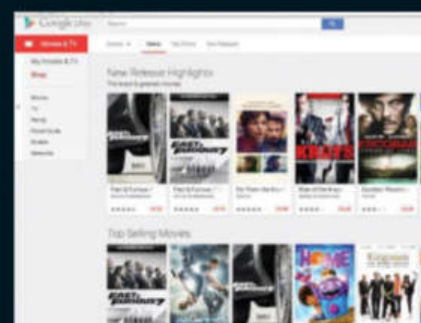
Enter the code to top-up your account balance



1 If you've received a Google Play gift card then, on the main Google Play home screen, click on the 'Redeem gift card' link underneath the main shop categories.



2 Enter the gift card or promo code into the space provided. Once processed, the funds will be instantly credited to your account for use in the store.

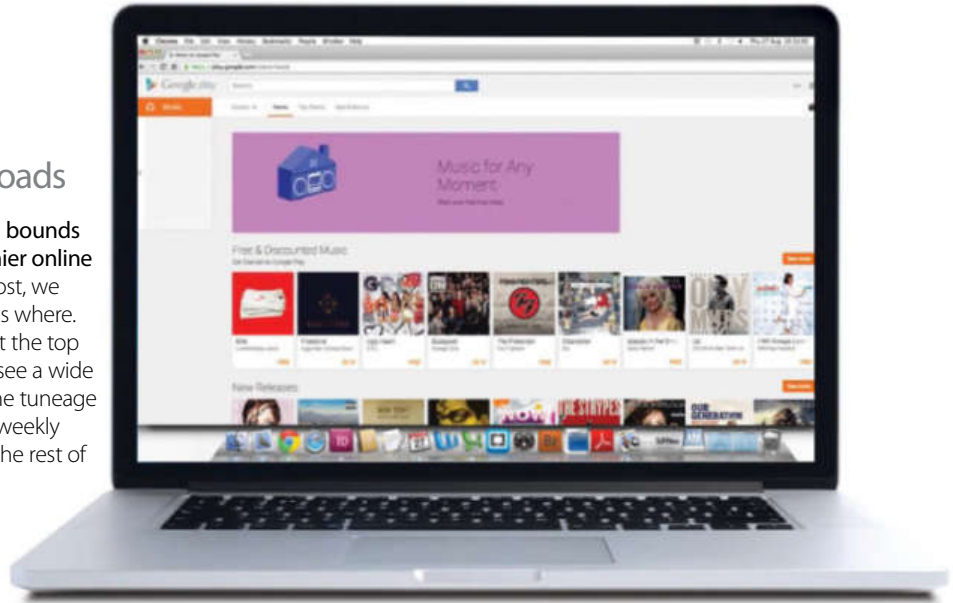


3 You can now continue to shop inside the Play store and spend your virtual cash on music, films, books or apps for your desktop or Android device.

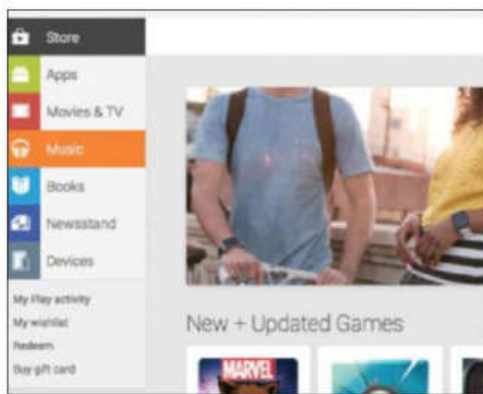
Get free music

Get to know the Music store for free downloads

The Music wing of the Google Play store has come on in leaps and bounds in recent times and is now jostling with iTunes as the world's premier online music store. As such, there is a lot going on there. So, first and foremost, we would like to guide you around the interface so that you know what is where. Certain features are accessible from the menu to the left or the tabs at the top of the window, but generally if you scroll down the main page you'll see a wide range of sections that relate to new releases, music that is similar to the tuneage already in your collection and more. You will also find a link for a free weekly song, which you can click, download for free and then get a taste of the rest of the respective artist's album.

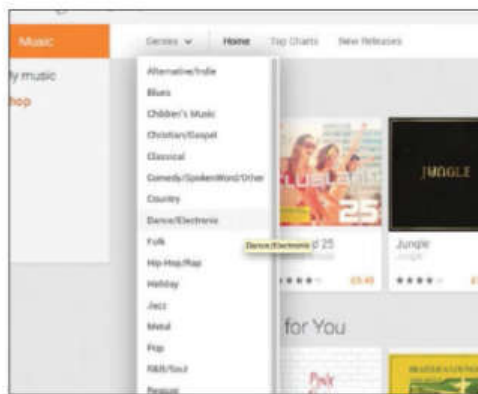


Play Music Find out where the freebies are



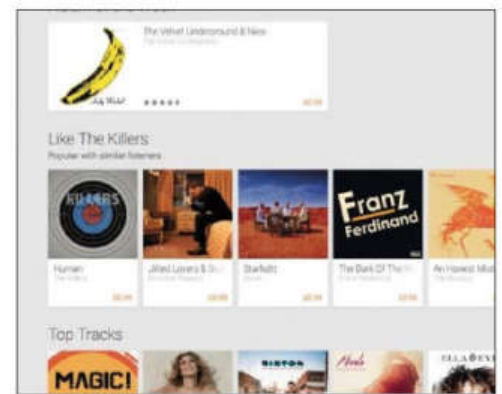
1: Click on Music

In the Play store, click on the Music section in the left-hand column and you'll be taken to the Music page. That column will then give you the option to switch between the shop and your collection.



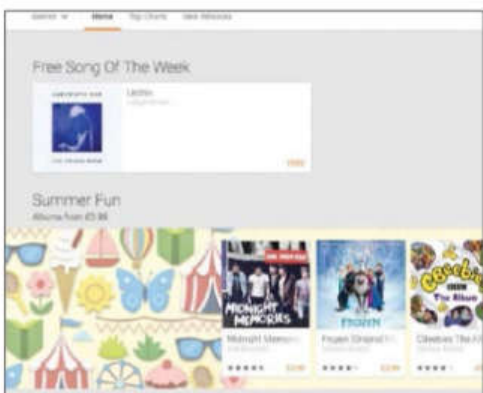
2: Using the tabs

The tabs at the top let you explore music by genre, check out the latest charts and sample all of the new releases. To pick a genre, just click on Genres and then pick a style from the menu.



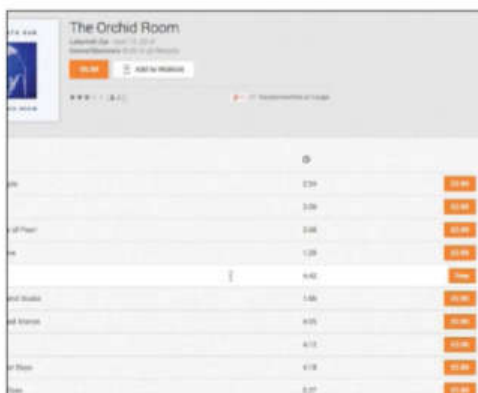
3: Scroll through sections

If you scroll down the page then you will discover that it is rammed full of sections, including recommendations, new stuff, suggestions based on your existing music collection and cheap music.



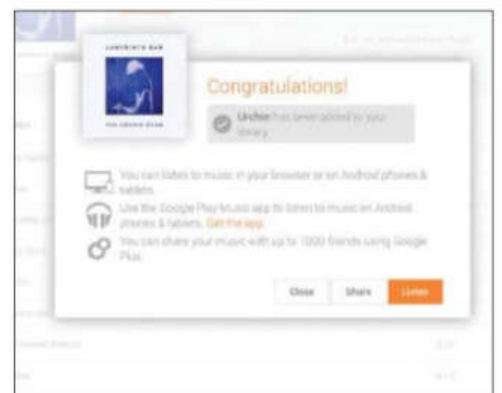
4: Get free music

Another of the sections that you can scroll down to is called 'Free Song of the Week' and provides a link to a free download. Click on this to be taken through to the track's related album.



5: Download the freebie

In the track listing you will notice that one of the songs is free to download. Click on this track and a payment window will appear requiring the grand sum of zilch. Click on the Buy button.



6: Listen and enjoy

You will receive a message informing you that the track has been added to your library. You can either listen to it straight from this window or click on 'My music' in the left-hand column to hear it later.

Share your tracks

Find out how to share top tunes with your mates through Google+

One of the major advantages that Google has over its rivals is that everything is neatly integrated into one service. We have already explored how to navigate the Music store easily. Well, now we show you how to share your favourite tunes with your friends. If you have a Google+ account, sharing music with your friends

really couldn't be easier, and your friends will be able to play back the entire song and then choose to buy it themselves if they like what they hear.

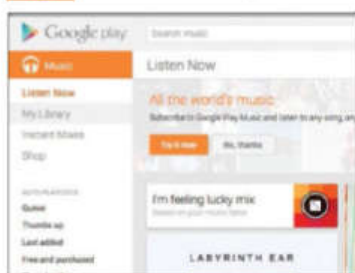
The one limitation to this service is that you can only do it with music that you have purchased through the Google Play store or uploaded through its Music Manager. However, as you get

to grips with the store, you'll realise what a fast and efficient service it is for acquiring music and enabling access to your collection from anywhere.

In this tutorial we will guide you through the process and also demonstrate how to share entire albums over the Google+ social networking service. Let the music sharing begin...

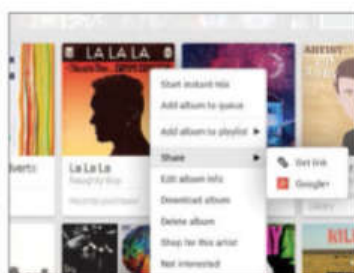


Play Music | Send a friend a song



1: Go to 'My music'

From the Google Play Music store, click on the 'My music' option from the column on the left and this will take you to your music collection, which includes music that you have uploaded and music you have purchased from the Google Play store. Navigate to a track.



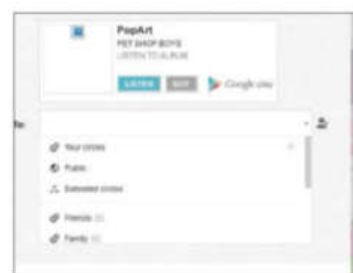
2: Share song

Now you can either right-click on the name of the song to bring up a full menu of options. From there you can click on Share to share via 'Get Link' or 'Google+'. You can also access these options by clicking on the options button (a vertical three-dot line) of a track or album. Choose Google+.



3: Your share window

A Google+ window will now appear, into which you can type a comment in the space provided and display what the recipients will receive. This includes options to listen once for free or buy the song themselves from the Google Play store. Add recipients into the 'To' field.

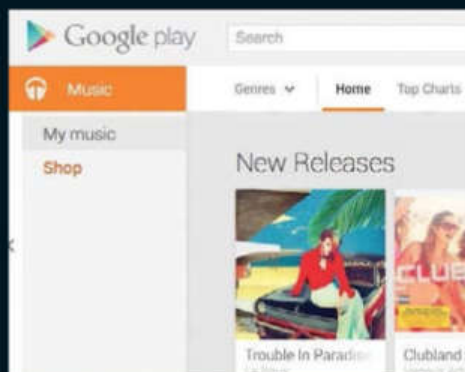


4: Share with your circles

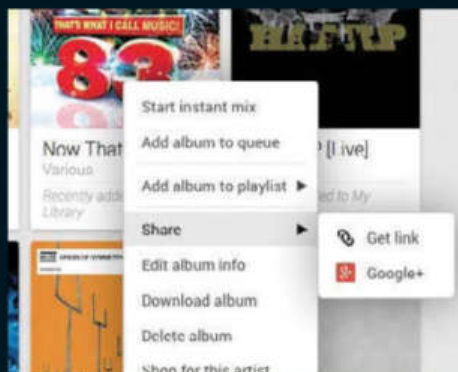
By default, the 'To' field will be addressed to 'Public', which means that everyone will see the share. You can delete this by clicking on the 'X' and then enter individual email addresses, individuals from your circles or entire circles. When you are ready, click on the Share button.

Sharing whole albums

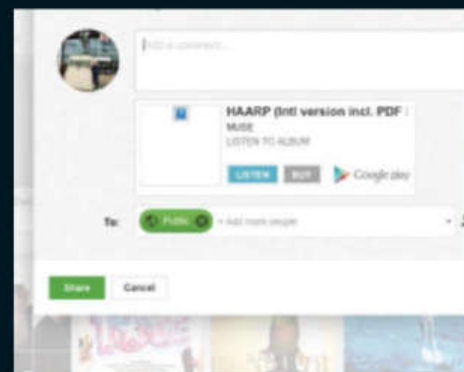
See which messages were sent straight to you, and you alone



1 While inside Google Play Music, click on 'My music' over in the left-hand column to be taken through to your library of uploaded albums and any music purchased from the Google Play store.



2 Select the album you wish to share, then right-click on it to bring up a menu of options. Alternatively, hover your mouse over the album artwork and then click on the small menu icon that appears.



3 Select the 'Share' option from the menu followed by Google+ and then the Google+ window will appear, into which you can enter personal comments and select with whom you would like to share the album.

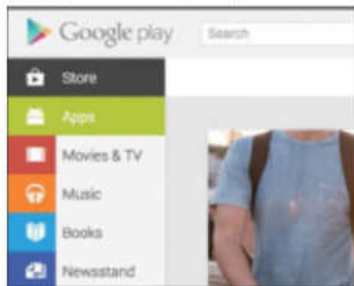
Shop for and manage your apps

Navigate the Apps store and manage downloads

Originally known as the Android Market, launched by Google in 2008, the Android operating system's main app store was subsequently transformed into a part of the Google Play store – alongside Music, Movies (and TV), Books and Magazines. The Google Play Apps area is packed full of categories to explore, and if you're looking for a particular app then you can search for it quickly and easily using the integrated search engine. Buying apps is just as straightforward as purchasing any other media through Google Play: one click and your app will start downloading. You can either download apps to your desktop and transfer them to your mobile device, or you can simply access Google Play on your Android device and then download and install the app on the fly.

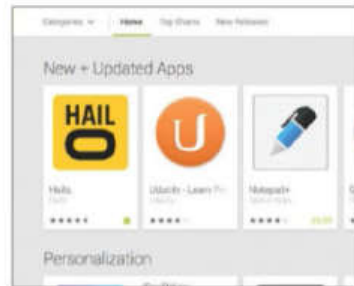


Play Apps | Navigate the Apps store



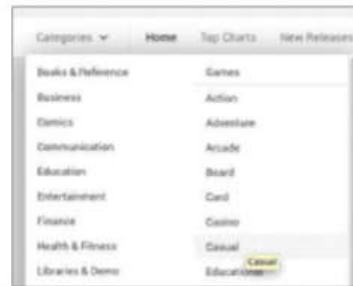
1: Go to the Apps store

From the main Google Play home screen, click on the Apps category in the menu in the left column to be taken to the Apps store.



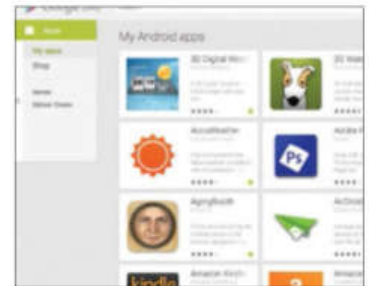
2: Buying new apps

The Apps store, like Music, is divided up into sections that are easily selectable by scrolling up and down the main screen.



3: Use the tabs

Tabs at the top of the screen allow you to browse apps by category,, check out what's hot in the charts and see what's new.

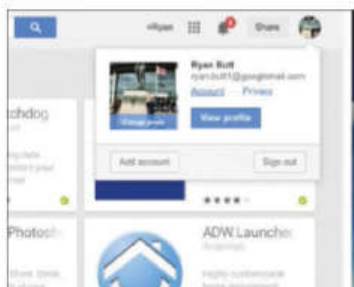


4: Your apps

Click on the 'My apps' category from the left-hand column and you'll be able to get a rundown of all of the Android apps you have installed.

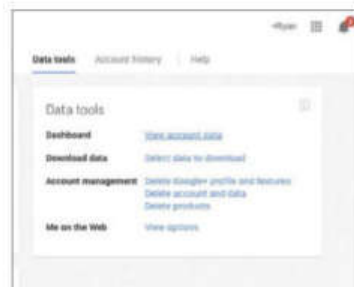


Accounts | Check your registered devices on the Dashboard



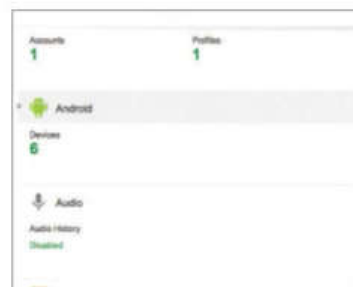
1: Go to Accounts screen

Click on your profile picture in the top-right corner of the screen and then click on the Account link to go to the Accounts page.



2: Click on Dashboard

Now click on the Data Tools tab, and then in the right-hand column, next to Dashboard, click on 'View account data'.



3: Click on Android

Scroll down through your Dashboard options and you will see a category called Android. Click on the arrow just to the left of it.



4: Check devices

All of the Android devices that are currently registered to your Google account will now be listed, as well as their respective backup files.

Master Google Books

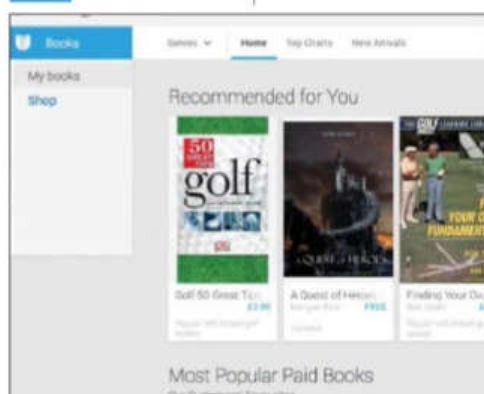
Make sure you're getting the most out of the Books store

As well as its App and Music wings, the Google Play store boasts an ever-swelling book store which, like the other sections, is packed full of features. To begin with, by clicking on the Books section in the left column while on the main Google Play homepage, you'll be jetted straight to the book wing, where you can scroll down the screen to discover a plethora of books in a range of sections. Use the tabs to check out the current bestsellers and the new arrivals, and enter keywords, such as 'Free books', into the search engine to browse some literary bargains.

If you then click on 'My books', you will get a rundown of all of the books that you have downloaded on your account. These books will be accessible from the desktop library or via the Play Books app on your Android device.

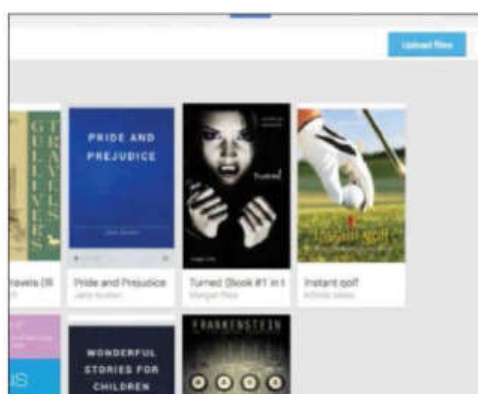
You can also browse your books by sections such as Purchases, Samples and Uploads – which brings us nicely onto a very cool feature of Books: the option to upload your own documents which you will then be able to access from anywhere, from any device. In the following tutorial we'll show you how it's done.

Play Books | Upload your documents to Play Books



1: Click on 'My books'

From the main Books section of the Google Play store, you'll see a column on the left-hand side of the screen; in it is an option called 'My books'. Click on this to access your collection.



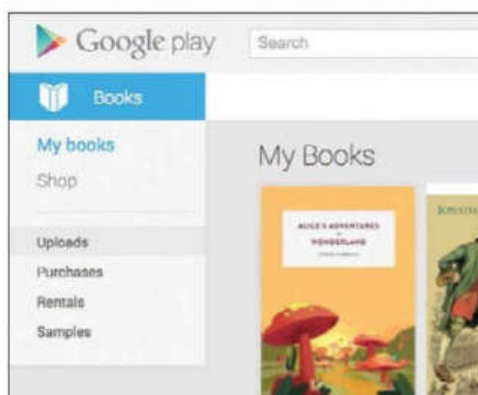
2: Click on 'Upload files'

In the top-right corner of the screen will be a blue button labelled 'Upload files'. Click on this and a new window will appear that will invite you to drag your files into the space provided.



3: Select files

You can now either drag files from your desktop into the large space provided, or click on the 'Select files from your computer' option and then navigate through your computer to locate and select a file.

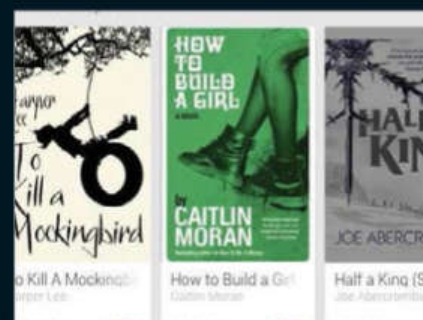


4: Access your document

You'll now be able to click on the Uploads section of your library (from the left column) and open up your uploaded PDF or ePub files within the Books interface. You can also access them on your mobile.

Downloading samples from Google Books

Google allows you to try before you buy



1 Navigate the Books store and then, when you find a book that you would like to sample, click on its cover to open up the respective book's main info page.



2 In the main window will be the various purchasing options, including a 'Free sample' option. Click on this and a small portion of the book will be downloaded.



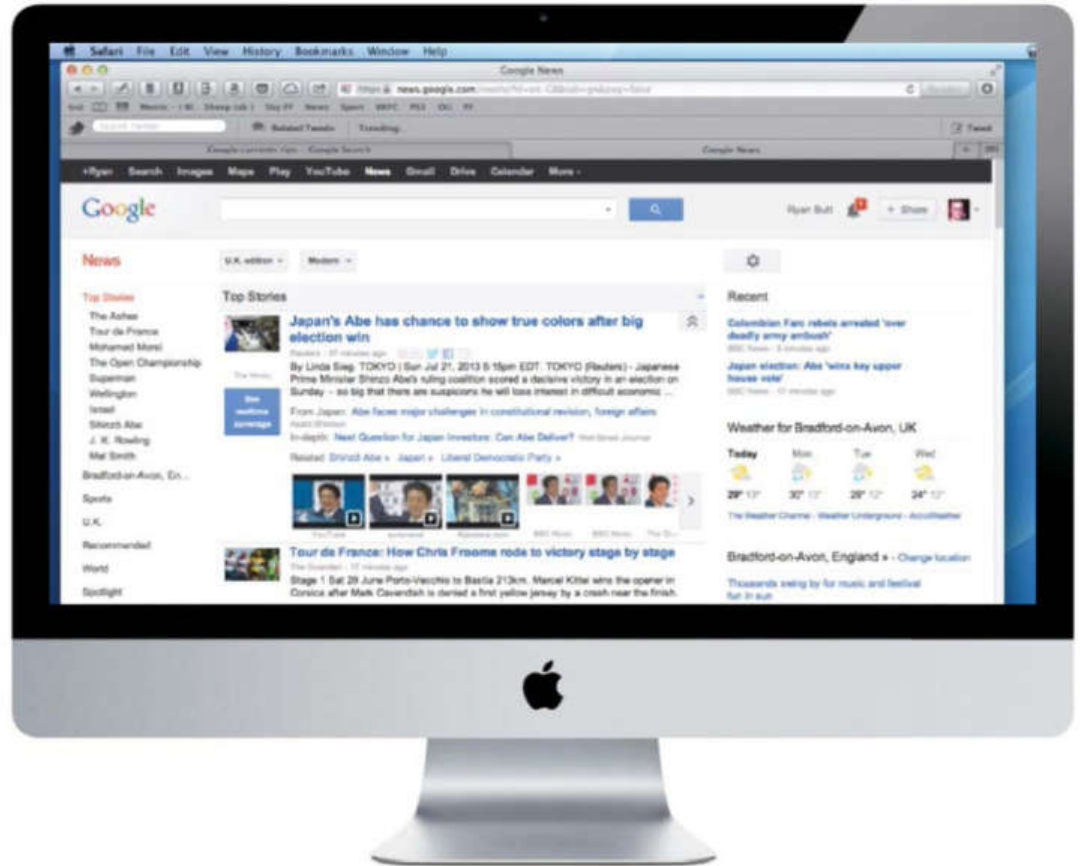
3 You can now open the sample in the Books interface to read on your desktop or mobile device. When reading, you'll be given the option to buy the whole book.

News

Getting the stories that matter most to you delivered quickly and efficiently by Google News

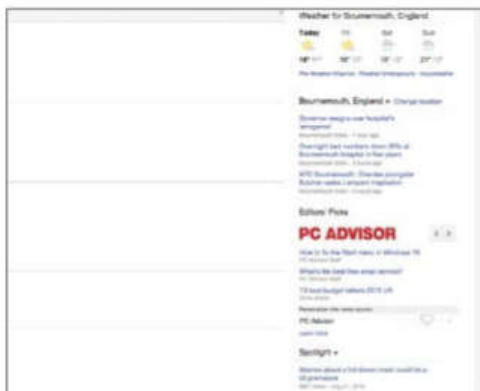
How often do you catch the headlines at the start of a major daily news bulletin, only to find that the story you were interested in is crudely tacked onto the end after you have endured half an hour of stories that don't matter to you? Google News eradicates this problem by only delivering the news that you are interested in. In fact, your news content is devised through various means, including your region and previous stories that you have clicked on. The more you use Google News, the better it gets at narrowing down your content and ensuring that superfluous stories are nowhere to be found.

In developing its News service, Google has strived to get the balance right between its algorithmic search efficiency and the needs of its publishing partners to push the hottest news to the forefront – and Editor's Picks is a good example of obtaining this balance. Situated in the right-hand toolbar on your main Google News page, Editor's Picks allows you to click through a range of around ten different news sources and then get the hottest stories from each source delivered in a list. In the following tutorial we will guide you through the process of exploring Editor's Picks in order to get the best that each news source has to offer.



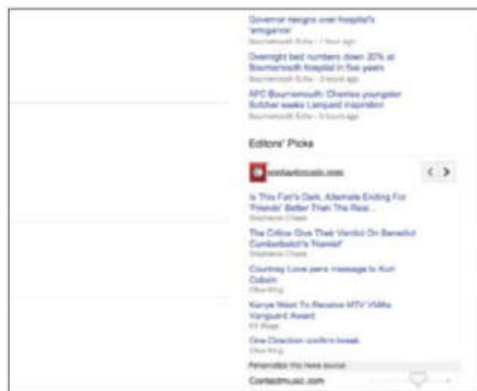
News

Check out the Editors' Picks section



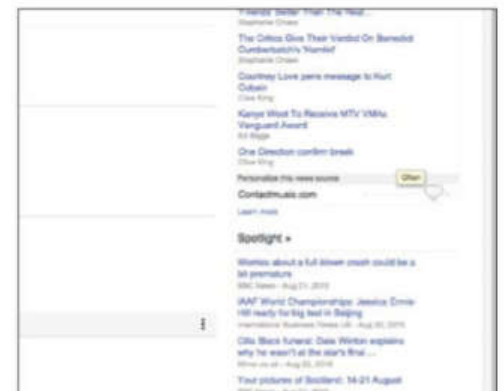
1: Go to Google News

Access your main Google News page and scroll down the sidebar on the right of the interface to see a section called Editor's Picks. Click on the arrows to scroll through the various sources.



2: The best bits

Depending on your location, you can click through around ten different news sources using the arrows, and then the best articles from the respective source will be listed underneath for you to click on.



3: Determine the frequency

You can use the slider underneath each publication source to determine how often it shows up in your feed. Simply click on the slider and then drag it left or right to change the frequency.

Stay abreast of local news

Get the latest local headlines delivered through Google News

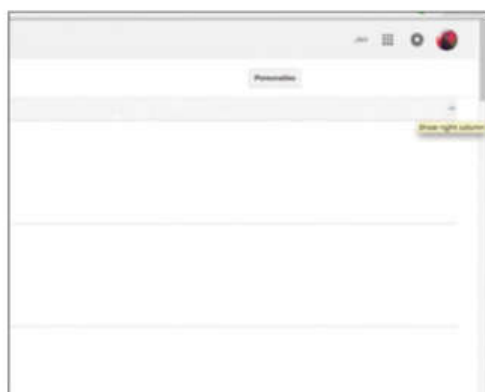
Google News can provide all of the latest headlines for the area you are currently residing in, based on the location you enter. However, if you're only using a town name to personalise this part of the news then you're potentially missing out on an even wider range of news stories.

In the sidebar over to the right, all of the local news stories will be presented in a list underneath your chosen location. However, by clicking on the 'Change location' link you will see an option called 'Automatically determine my geographic area' with a checkbox to tick. When you activate this

feature, Google News will provide a wider range of headlines based on its sourcing – and best of all, if you then log into Google News in a different location, you will automatically see all of the news for that area listed. So you can constantly stay abreast of local news without having to lift a finger to physically find it out.

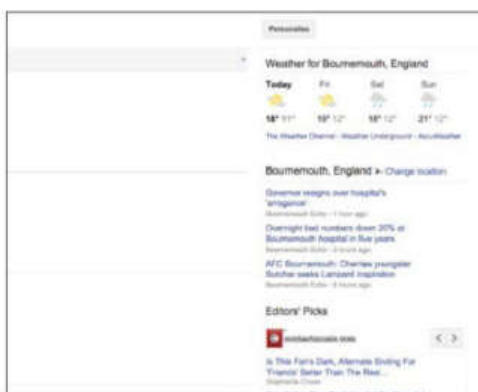
Here we guide you through the process of accessing and then setting up this useful feature to help ensure that no local news passes you by, so you will always know exactly what is going on, no matter where you are.

News | Widen your local news search



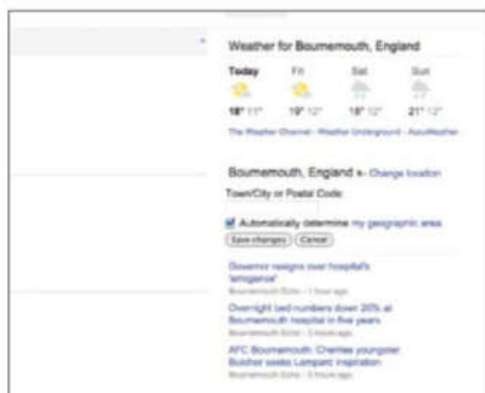
1: Check your sidebar

While logged into Google News, activate the sidebar over to the right (if it isn't activated by default, click on the arrow icon to the far-right of the Top Stories bar at the top of the page).



2: Click on 'Change location'

Once the right sidebar is up, scroll down and you will see your current location displayed along with the local news headlines underneath. Click on the 'Change location' link next to the location.



3: Click new option

As well as changing your current location, you can tick the box that says 'Automatically determine my geographic area' to widen the net of local news and deliver news automatically wherever you are.

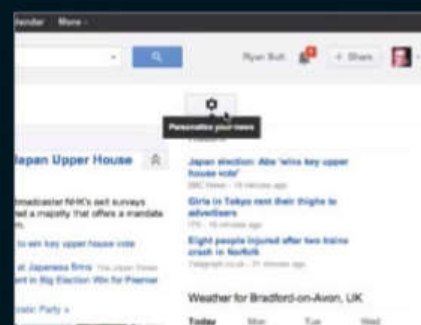


4: Save changes

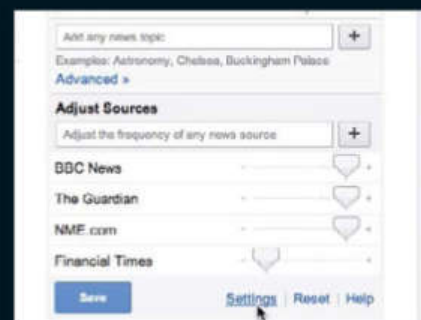
After you have ticked the option box, click on 'Save changes' and you will be provided with more news stories that stem from further afield than your previous location news stream.

Fine-tuning sources to get pure news

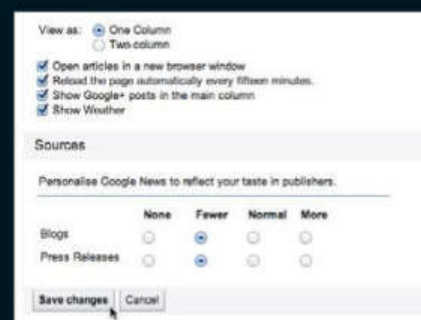
Receive less press release and blog material



1 To reduce the amount of press releases and blog posts in your news feeds, start by clicking the cog icon in the top-right corner to bring up your News Settings.



2 Scroll down to the Adjust Sources area. This lists all your preselected news sources – the ones providing content for your news feed. Click on the Settings link.

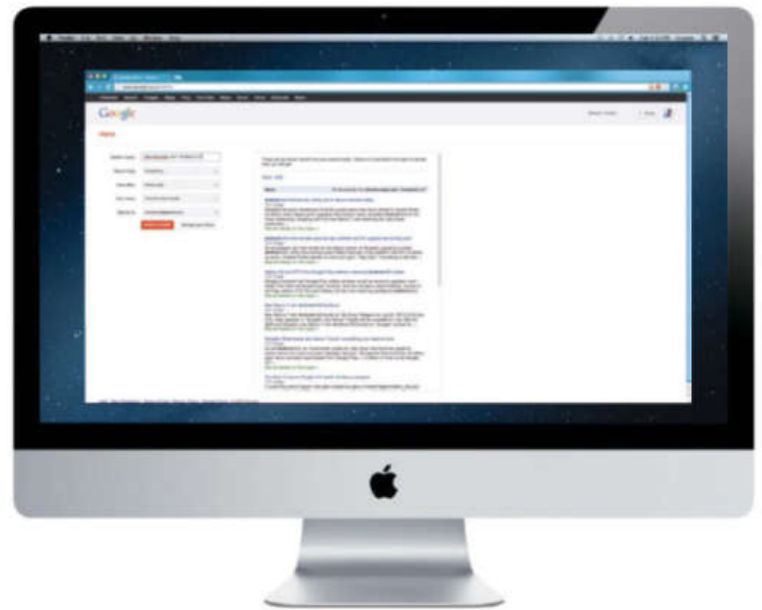


3 On the source settings page you will see a section called Sources. Click on the 'Fewer' or 'None' options for Blogs and Press Releases, then click on 'Save changes'.

Use Google Alerts more effectively

Smart tips for tweaking Google's timely nudges

Google Alerts is a great way to get focused email alerts about pretty much any topic. Getting started is easy: you just go to www.google.com/alerts and then enter keyword phrases that relate to the stuff you want to receive info on. You can specify the type of content that you receive, which could be blog-based, news, videos discussion groups or everything. You can then determine how often you receive your alerts and to which email address. Used well, Google Alerts can be an effective means of tracking a product in your sector or for seeing what people are saying about you or your product online. Here we provide some handy hints for getting the most out of this service.



Alerts | Add operators to your Alerts settings

Search query: knowyourapps.com

Result type: Everything

How often: Once a day

How many: All results

Deliver to: ryan.buttl@gmail.com

CREATE ALERT Manage your Alerts

1: Ditch the 'www'

If you are setting up an alert for your website then lose the 'www' from the URL, as this will help you find out who is linking to and taking advantage of your website.

Search query: "Apple Magazine"

Result type: Everything

How often: Once a day

How many: All results

Deliver to: ryan.buttl@gmail.com

CREATE ALERT Manage your Alerts

2: Use quotations

When entering your keywords, do so by putting them in quotes – for example, "Team GB". This is ideal for your business or personal name as you will receive alerts when the words appear together.

Search query: +bake

Result type: Everything

How often: Once a day

How many: All results

Deliver to: ryan.buttl@gmail.com

CREATE ALERT Manage your Alerts

3: Put in a plus sign

If you put a '+' in front of your alert, this will avoid synonyms and variations in spelling. For example, if you type '+bake' you will avoid alerts for baker, bakery, baking, etc, thereby refining your alerts.

Search query: Wiltshire -Trowbridge

Result type: Everything

How often: Once a day

How many: All results

Deliver to: ryan.buttl@gmail.com

CREATE ALERT Manage your Alerts

4: Exclude words with a minus

Exclude certain words from the search by putting a '-' symbol in front of the word – for example, 'Wiltshire -Trowbridge' – so you can search for some things and exclude other associated things.

Search query: site:bbc.co.uk "david beckham"

Result type: Everything

How often: Once a day

How many: All results

Deliver to: ryan.buttl@gmail.com

CREATE ALERT Manage your Alerts

5: Single site searches

You can utilise the site operator option to search specific sites for your target phrases; for example, 'site:bbc.co.uk "david beckham"'. The results will be any mention of David Beckham on the BBC website.

Search query: "david beckham" -site:twitter.com

Result type: Everything

How often: Once a day

How many: All results

Deliver to: ryan.buttl@gmail.com

CREATE ALERT Manage your Alerts

6: Exclude on sites

Or, if you want to search for something while excluding a certain site, use a '-' symbol. So '"david beckham" -site:twitter.com' will return results for David Beckham but exclude the Twitter site.

Produce your own Currents magazine

Learn how to set up your own stream of Google Currents content

Google Currents is an app for smartphones and tablets, running either Android or iOS, that allows you to consume content offline quickly and easily. You can obtain a wide range of existing Currents from established sources or you can start publishing your own content, which is surprisingly easy. The main advantage that Currents has over

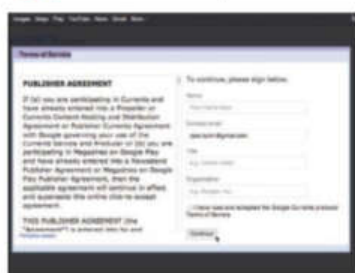
conventional RSS readers is that you can pull content from all sorts of different sources, such as a Twitter feed or website, and present it to your readers in one neatly packaged application.

To start creating your own Currents content you will need a Google account, and also be running the Chrome web browser. Now just head to the

www.google.com/producer page and you can start producing your own digital magazine.

In this tutorial we will help you get started creating your own Google Currents content, but be sure to take time to fully explore the Producer page and the many options and features that are on show to help you develop your content further.

Create your own Current



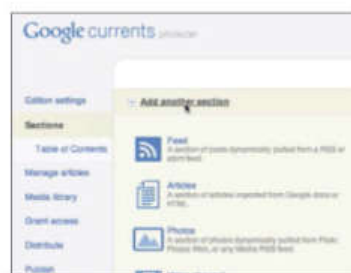
1: Go to website

While in Google Chrome (essential), go to www.google.com/producer and then you will see a rather large 'Get started' button. Click on this and then read and absorb the publisher agreement. When you are ready, tick the box and then click on the Continue button.



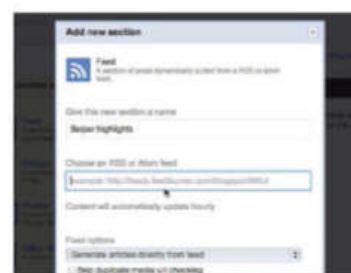
2: Create a new addition

A window will now appear in which you can give your Current a name and add in any additional RSS feeds or YouTube channels. The next screen really lets you go to town with your content, so factor in as much info as you want and then click on the Sections link in the left column.



3: Adding sections

This is where the real magic happens. Here you can add all of your content, from RSS feeds to social updates. If you have a blog with an RSS feed that you want to publish to Google Currents, click on Feed and then enter a name, followed by the web address of the feed.



4: Create a Current

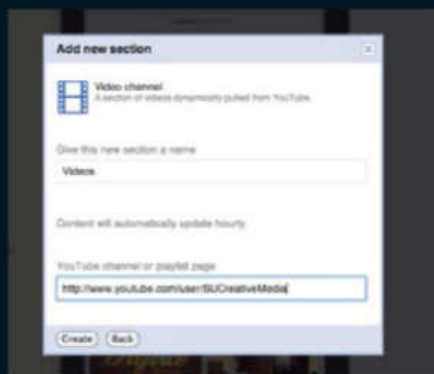
The last option, 'Feed options', lets you configure how Google Currents grabs your feed content. If you publish a full feed, the first option will be fine. If you only publish a partial feed, pick the second option, 'Generate articles from source url'. Once it's all filled in, hit Create!

Adding YouTube content to Currents

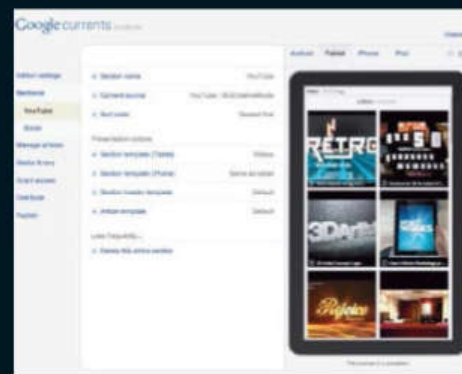
Incorporate your favourite channels into your Currents



1 To get started you'll first need to make sure that you've got a YouTube account up and running, a channel set up and at least one video inside it. After you've checked these off your list, head to www.google.com/producer.



2 Either create a new Current (see the above tutorial) or carry on with an existing one. Next, click on Sections and then the 'Add new section' button. Select 'Video channel', name it, then paste in your YouTube channel's URL.



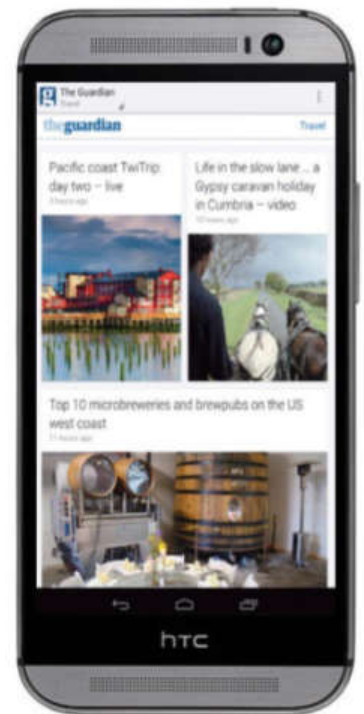
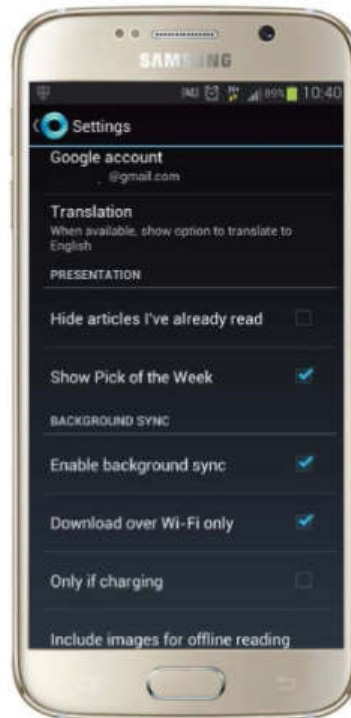
3 Once you've done that, the live preview on the right-hand side will update with the videos inside your YouTube channel. You'll also see a bunch of options for controlling the layout and style of your video content.

Explore the settings in your Currents app

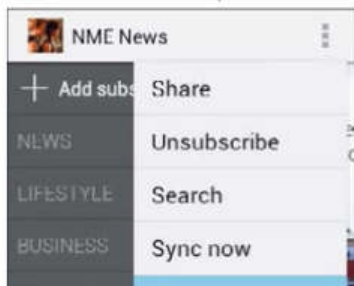
Make Currents work better for you

Google Currents is a fantastic way of getting bulletins delivered straight to your phone that consist only of the news you want to read. These are then made available for offline access, so you can read them whenever and wherever you want. Setting up new subscriptions is easy as there are plenty of suggestions and, of course, the option to search for whatever content you want.

But if you really want to get the app firing on all cylinders on your behalf then it is worth exploring the app settings and ticking the boxes that best suit your situation. We will guide you through the key factors to take into account here. We will also show you how to save stories so that you can read them later at your own convenience, as well as how to delete them once you have had the chance to catch up on your Currents.

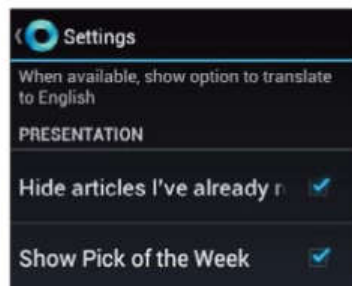


Set up Google Currents



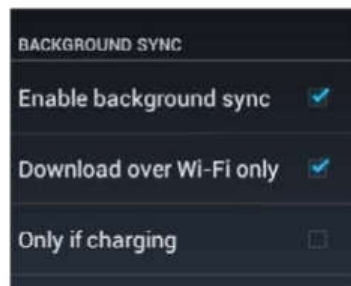
1: Go to Settings

While in the Google Currents app, tap on the menu icon in the top-right corner of the interface and then choose the Settings option.



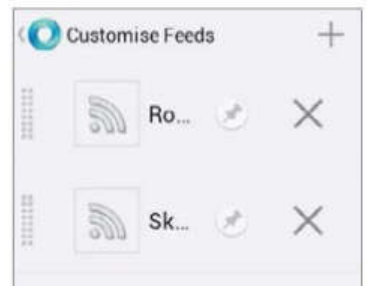
2: Hide read articles

Scroll down the list of settings and be sure to activate the option to 'Hide articles I've already read' to save time and space on your device.



3: Set sync options

It is a good idea to enable Currents to sync over Wi-Fi only, to avoid incurring any additional data roaming charges when you're out and about.



4: Pin images

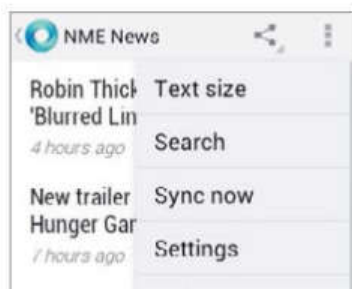
You can pin images for offline reading by going back to the main screen and then tapping on Customise under your Feeds list.

Save articles for later



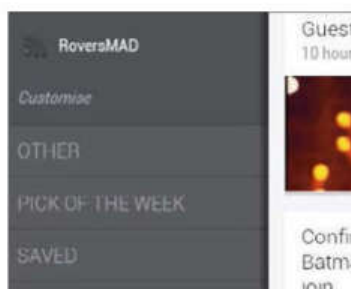
1: Open an article

From your Google Currents interface, open up the article that you would like to save to read later by tapping on it in the list.



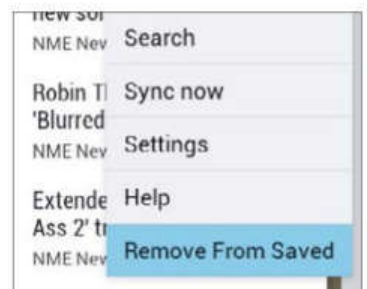
2: Tap menu

Now tap on the menu icon in the lower-left corner followed by the menu icon in the top-right corner of the interface.



3: Save for later

From the top-right menu, choose the Save For Later option and then return to the main menu, scroll down and select Saved.



4: Your saved articles

All your saved articles will be stored in this section. To delete one, open it here, then go to the top-right menu and choose Remove From Saved.

Keep your news impersonal

Switch Google News styles to ignore your reading history

As we have already explored, Google News is a fantastic means of delivering insightful news stories that matter to you in a style of your choosing (a drop-down menu at the top of the screen allows you to choose between Modern, Headlines, Compact and Classic).

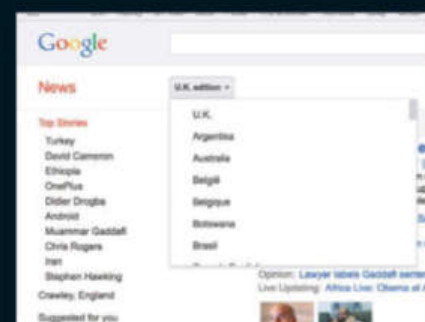
But did you know that Google News automatically adds some section to your News front page based on how often you have clicked on certain articles in the past? Indeed, this can prove beneficial and slightly unnerving. If you want to seize back control of what you see in your

news page and stop things from being so personal then you can click on the Standard Edition link (which is specific to your region) at the bottom of the Google News homepage. This will not delete any of your News settings or Web History and will switch you to a non-personalised version of Google News for the duration of your current session.

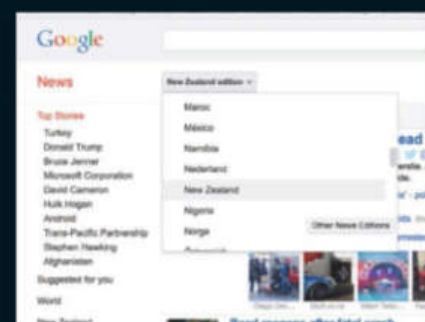
If you later find that you wish to reverse this option then simply scroll down and click on Personalised Edition to revert things back to how they were. We'll guide you through the process in this tutorial.

Switching editions of Google News

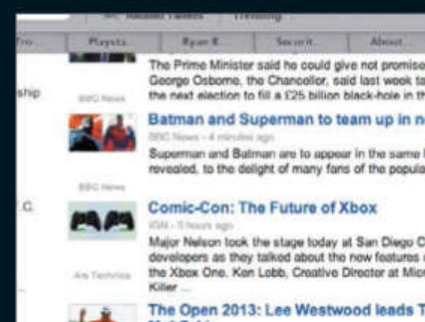
Read the top stories in every country in the world



1 At the top of the News homepage is a drop-down menu that is set to your region by default. Click on this menu to display a long list of alternative regions.

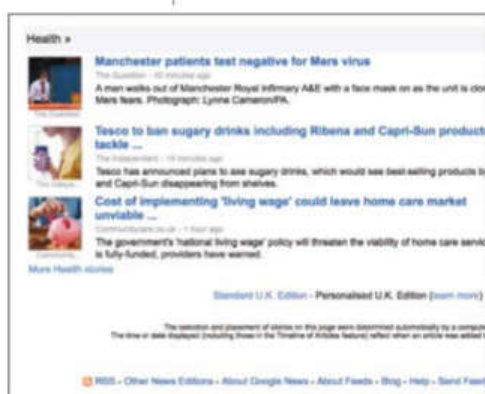


2 Scroll down the list, click an alternative region and your News homepage will instantly change to reflect the essential news stories based on the region selected.



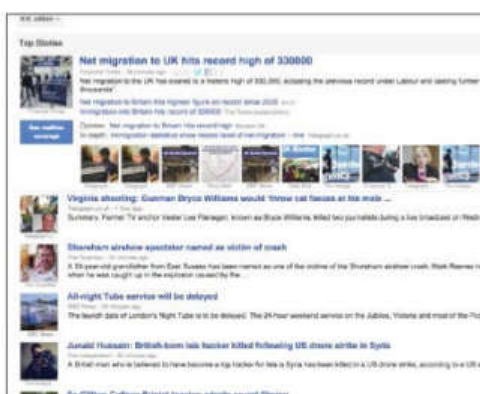
3 This is a good way to see the key stories from countries around the world, but a lot of the news sites will be in foreign languages, so you may need to translate.

News Switch to a standard news feed



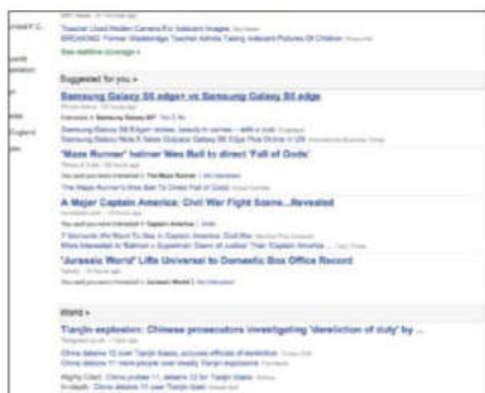
1: Scroll down news

From your main, personalised Google News page, scroll down to the very bottom and you will see two options – Standard Edition and Personalised Edition. The latter will be blacked out as it is in use.



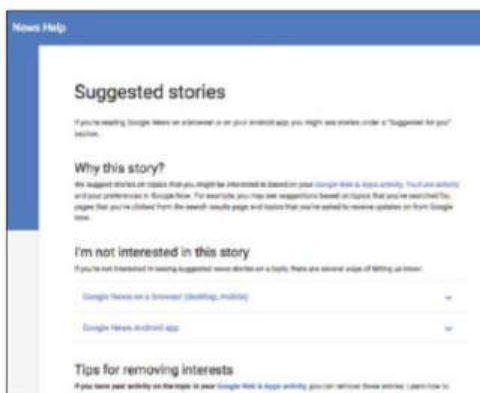
2: Switch editions

Click on Standard Edition and your news will be standardised and not personalised to your stated tastes and based on the articles you have previously read. It will remain such until you end your session.



3: Reversing the process

If you find later on that you prefer the personal touch then you can reverse the process quickly and easily by scrolling down the page and then clicking on the Personalised Edition link.



4: Find out more

You can read up on this feature, and many more Google News-related features that you may not know about, by clicking on the 'Learn more' link next to the Personalised Edition link.

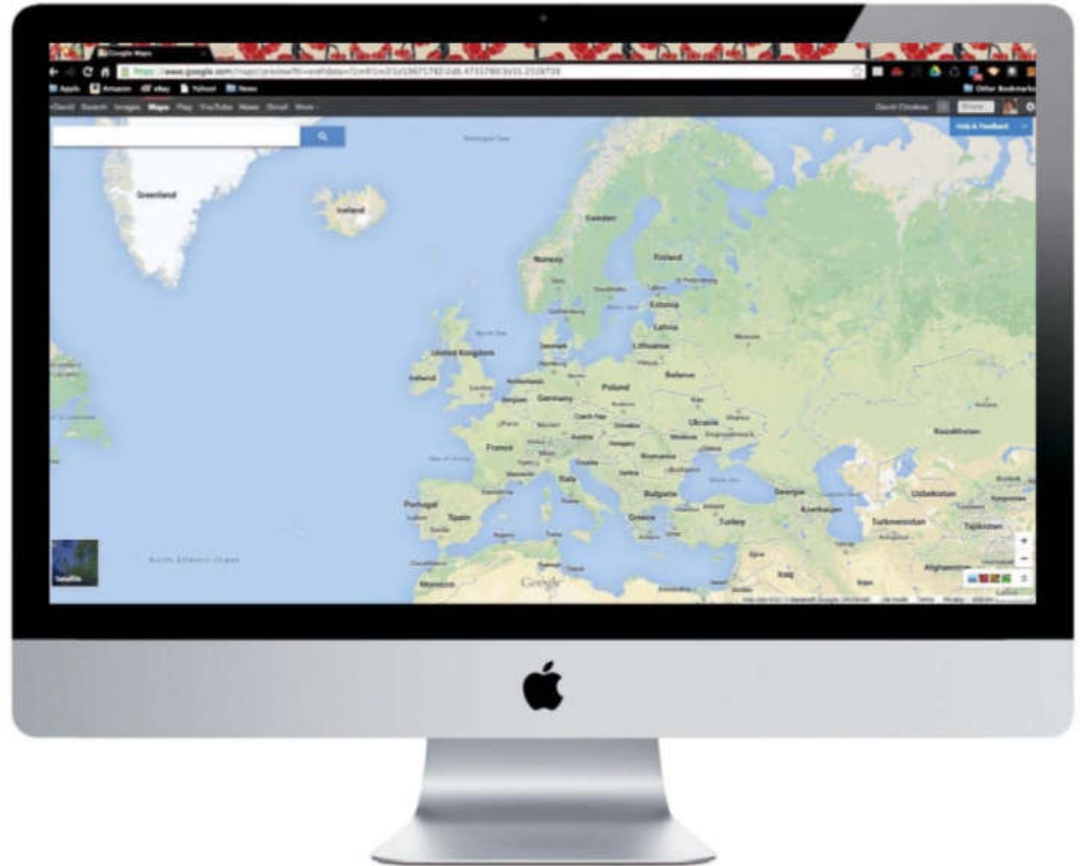
Exploration

Use Google Maps, Earth and Sky Map to explore the world around you – and beyond

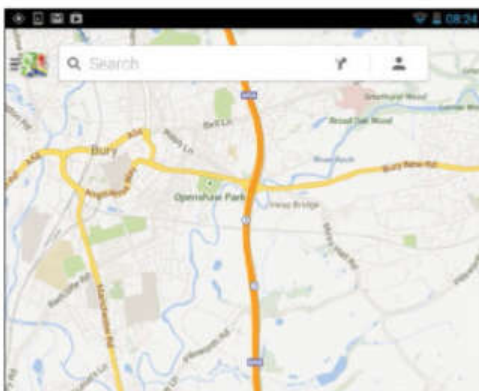
Google is a search engine giant, but it is not only concerned with helping you to discover what is available on the world wide web or what is contained within your emails. It wants you to discover things in the real world, work out how to get there and find out more about them when you do. It wants you to explore outer space too, and get a general understanding of Earth along with the other planets and moons in our solar system.

And it keeps improving. Google has rolled out a new Maps app for Android and it has recently revamped its desktop offering. Both combine to help you get more than just simple maps, and they draw on a social element with reviews, photographs and tours that all combine to provide a full, deep and enriched picture of a local area. In fact, you can often see and appreciate more when you are using Google's services than you would if you were actually out there in the location yourself.

Over the course of the next few pages and in our tutorials, we will be exploring all of the various options in much greater depth so that, by the end of this piece, you'll not only have a flavour of what you can do with the mapping services, but you will be using them yourself to their full potential.

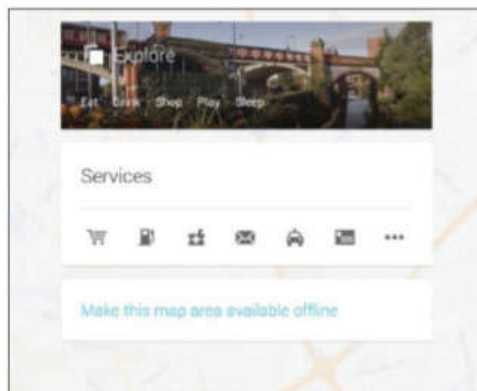


Maps | View mobile maps offline



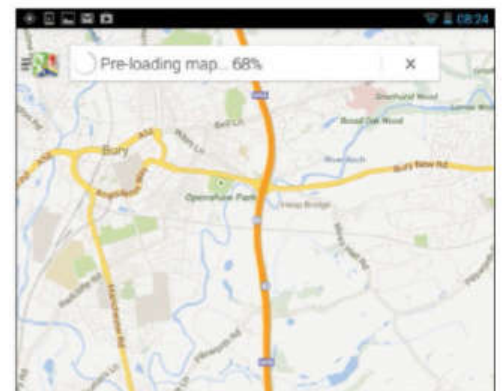
1: Find a map area

When you open Google Maps, find an area that you want to be able to view offline at a later time. Use your fingers to navigate the map until the screen shows the part that you need.



2: Tap the search bar

When you are satisfied, tap the search bar. Scroll down to the bottom of the screen or remove the keyboard and you will see an option that states 'Make this map area available offline'.



3: Saving the map to cache

The Google Maps app will then preload the map into the cache so you can view it later. When you navigate to the section you have saved, you will be able to explore it as if you were online.

Explore using Street View

Wander around an area and see it from eye level

Google's Street View is a brilliant way to be able to explore the surroundings of an area in the way that it should be seen – in real-life 3D from the perspective of you walking around it.

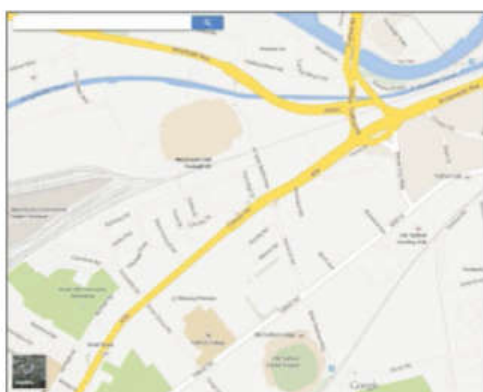
You may well have heard of this feature since it has proven to be controversial – privacy-rights groups objected to Google driving around areas and taking images for the service. But it is a brilliant way of understanding an area before you visit it. You will certainly find a good use for the service.

Although some of the images are not completely up to date, it remains a solid resource.

Things have changed slightly with the new Google Maps that has been rolled out. On the old version, there was a little yellow man that you would drag into the main map. Now you just have to click on a road and the option for Street View, plus a thumbnail of what you will see, will appear, and this makes for more precise viewing.

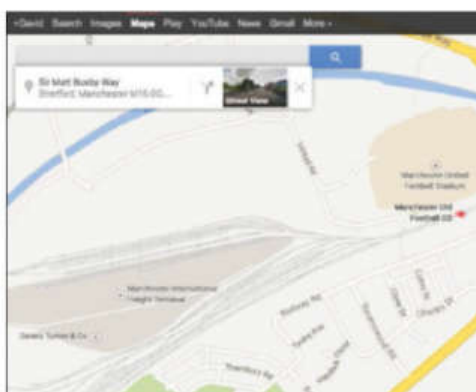
The old benefits and ways of moving around remain, however, and you can still zoom in and out of objects and explore without ever worrying about your feet getting tired. It really is a great way to do some virtual sightseeing.

 **Maps** | Get a pedestrian perspective of an area



1: Navigate to area

Find the part of the map that you want to walk around. You can use the search box in the top left-hand corner or you can manually zoom in and pan around until you find it.



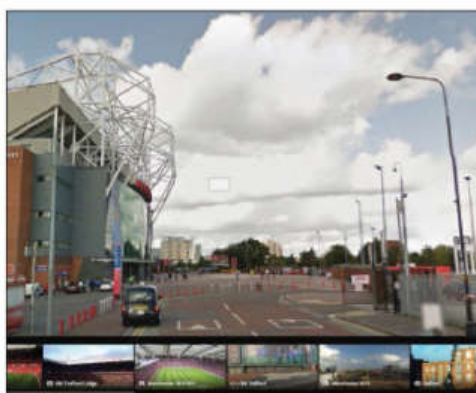
2: Click on a road

When you click on a road on the map, a box appears in the top-left corner of the screen. It shows the actual address you are looking at, as well as an option for Street View.



3: Select Street View

Click on the Street View icon. The thumbnail shows you what you will see. At the bottom of the screen you will see some local landmarks, which you can click to see them from a pedestrian viewpoint.



4: Move around the area

By using your mouse, you are able to pan around the area and see more of it. A box appears on the screen which aids this movement. Arrows appear on the ground so you can change direction.

Understanding the Street View navigation icons

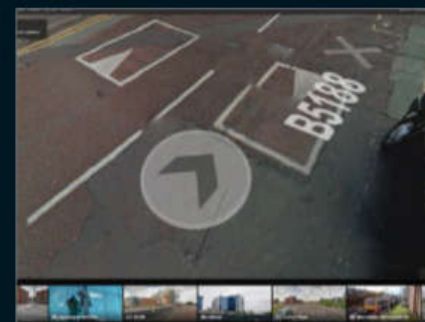
Discover what the various Street View graphics do



1 When you hover the mouse over a road surface, an arrow in a circle will appear. This means you can move forward on the map as if you are walking or driving along.



2 A white box appears on the screen when you are in the main area of the view (that is, not on the road). This means you are able to pan around the landscape.



3 Do you need to know the name of the road that you are on? When you zoom out a little using the mouse, you can usually see the name overlaid on the road.

Find facilities and read reviews

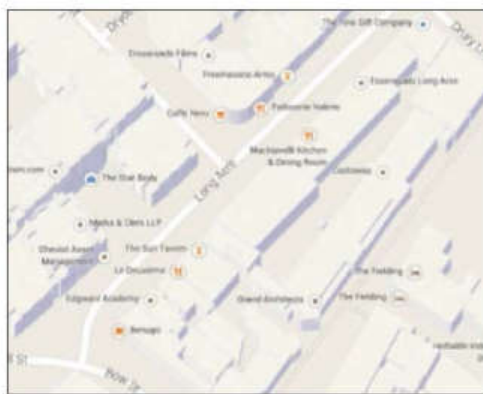
See how good the services around you are

Google Maps has made it even easier for you to find areas of interest. Instead of having to search for coffee shops and restaurants, for instance, you can see them instantly displayed on the map. All you have to do is click on them to begin engaging with them and to find out more.

New information cards display more about a business, giving you reviews and ratings. You can quickly find out how to get to its destination and you can also save it for later. If you want to see more, you can go straight to Street View or see photographs, and these will help you to build up a picture. Sometimes, people take photos of food and drink too, which can be very useful.

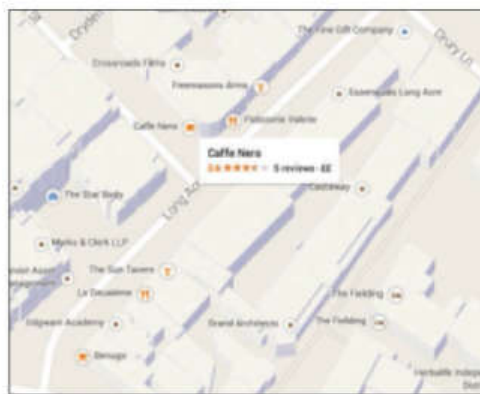


Maps | Read reviews and explore



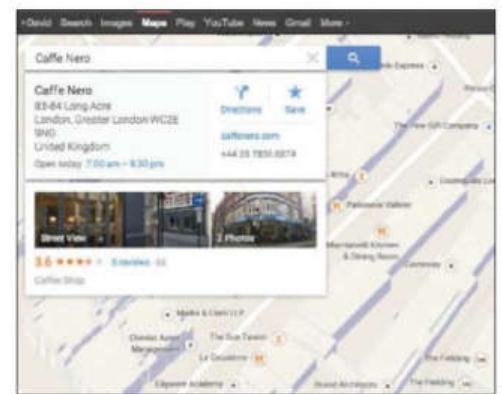
1: Go into the Map view

Ensure you are in the Map view as opposed to Satellite and you will see loads of icons dotted around the surrounding streets showing restaurants, coffee shops, bars and so much more.



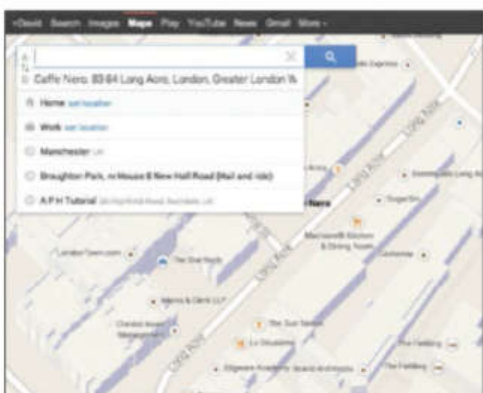
2: Instant analysis of a service

Click on any one of these icons and a small pop-up box will appear. It will tell you the name of the place together with a rating, price indicator and reviews, if there are any.



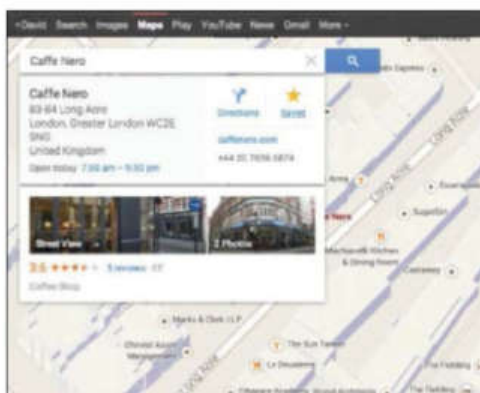
3: Discover even more

If you want to find out even more, then simply double-click on the icon and a larger box will appear. This will give you a Street View option and there may also be some photos.



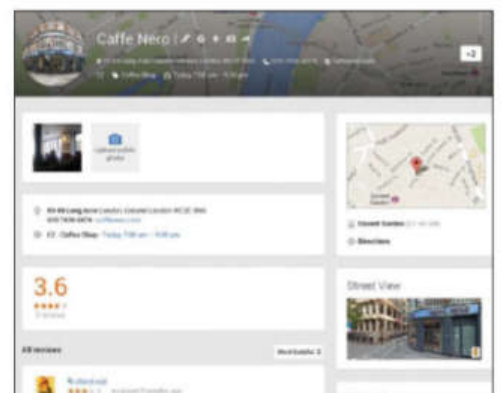
4: Get directions to building

If you tap Directions in the pop-up window, you can input where you are travelling from. Maps will then seek the easiest route for you to follow and display it on the map.



5: Save a favourite location

You can also save the location if you wish to flag it up for later. All you have to do is click on the Save icon within the pop-up window. The star will change colour to yellow.



6: Read lots of reviews

By clicking on the review link, a new window will open and you will be taken to Google+. This will show you any reviews that have been written. You can upload your own images here too.

View extra layers in Google Earth

See extra information, from borders to names and coastlines

The layers option adds a whole new dimension to Google Earth's maps. It lets you clearly see a country's border, say, or the names of places and countries, view major landmarks and items of interest, and work your way around the coastlines.

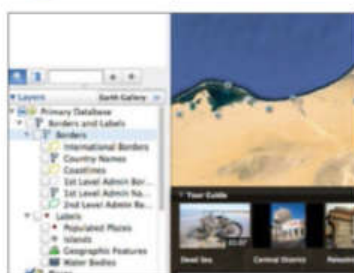
There is a lot to discover. Not only can you see a border, you can also view disputed boundaries,

where states may be in disagreement over what is owned by which country. You can also see treaty and provisional borders, the former being defined by a treaty and the latter still pending a formal agreement.

As well as this, you can see first-level admin borders and regions, and there are labels too.

These show you populated areas, give alternative place names and show you bodies of water. The more you play around with the layers and labels, the more you begin to learn about not only the geographical landscapes or places but also the political aspects and it builds up into a much more rounded vision of Earth.

Earth | Bring up borders and labels



1: Viewing the map

Here we can see a plain map in Google Earth. If you look in the bottom left-hand box, however, you will see the Layers options. They include Borders and Labels. By default all of these are turned on, but we have turned them all off for illustrative purposes.



2: International borders

Click the international borders layer and you'll see their current political state. A solid yellow boundary is not disputed by neighbouring countries. A solid red one shows a disputed boundary that may even involve hostilities. A solid orange one shows a treaty or provisional boundary.



3: Add country names

The layer for Country Names includes the names of countries on a map. You can continue to add more layers for coastlines, first-level admin borders, first-level admin names and second-level admin regions. Simply click on the respective boxes for each of these under Layers.

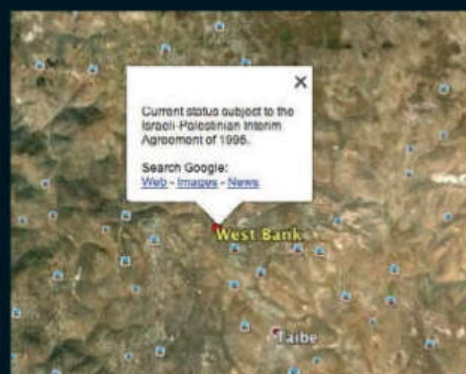


4: Populated places

There is another layer called Labels that shows you the names of populated places (for example, here we can see Tel Aviv). You can also view islands, geographical features and bodies of water. The layers mean you can strip maps of items you don't want and include those that you do.

Getting more from the layers in Earth

Find out how to learn even more about countries



1 When you click on the name of a disputed territory, for example the West Bank, a balloon shows the current status. Here we see it is subject to the Israeli-Palestinian Interim Agreement of 1995.



2 If you are interested in discovering the weather for a certain part of the world, you can simply add the weather layer to your map view. Simply tick the box next to Weather under Layers in order to view this.



3 By clicking on the Gallery option within Google Earth, you can view the 360 Cities option. This gives a panoramic shot of various locations and you can see where they are by the 360 icon.

Wander around on the Moon

Is it really made of cheese? You'll soon find out

There was a time when we didn't know much about our own moon, but almost 45 years after Neil Armstrong set foot on it, we know more about the rocky satellite orbiting the Earth than ever before. With Google Earth, you can explore its surface, read up on the Moon's make-up and gain a better understanding of the politics behind the incredible race to get there. There are tours of the lunar landing sites and they are narrated by Apollo astronauts, giving you a clear insight from those who know the Moon best. There are 360-degree panoramas and 3D models of rovers and landers to look at and admire. You can even watch rare footage of the Apollo missions. You will be able to see the footprints the astronauts left, and experience the Moon as if you'd landed there.



See satellite images of the Moon



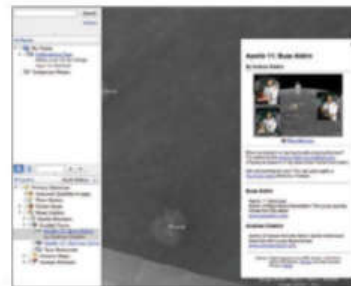
1: Find the Moon

Click on the planet icon in the top bar and select the Moon. You'll be able to view a satellite image of the Moon and now you can start to explore it.



2: The red boxes

Red boxes offer extra information about sites of interest. Here we can see an image and explanation of the Sulpicius Gallus Formation.



3: Take a tour

Look in the Layers box on the left and you can start to play around with the Guided Tours. There are two: one for Apollo 11 and another for Apollo 17.

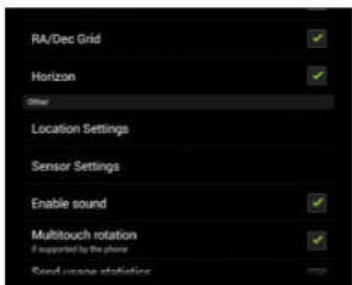


4: USSR v USA

The space race is shown in detail by a series of flags. Clicking one will show you the different human artifacts put on the Moon by different countries.



Set a specific location



1: Location Settings

In Google's Sky Map on an Android device, tap Menu and then go to Settings. Now tap on Location Settings to access this submenu.



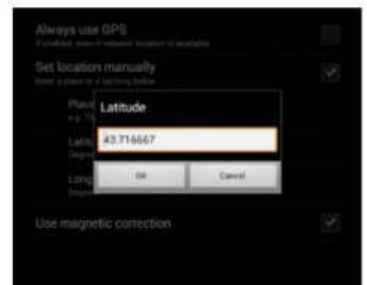
2: Always use GPS

You may want the app to always use GPS, even if a network location is available, so that you get a more precise marker of your location.



3: Place names

It is also possible to specify a specific location. Tick the box for 'Set location manually' and then tap on 'Place name'. Input a location.



4: Latitude and longitude

You can pinpoint a location via its latitude and longitude. Tap the options within the settings and input the numbers before pressing OK.

Set home and work locations

Access your main locations quickly in searches

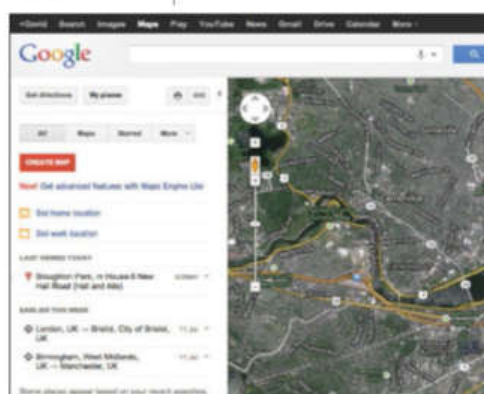
When you are searching for a destination or a location, you do not necessarily want Google Maps to start from the place where you are now. You may, for example, be away from home but still want to be able to get directions from your house. You may also need directions from work.

The My Places option in Google maps lets you set your home and your work location, which means you are able to quickly access them by typing Home or Work into the directions feature or the search engine, without having to fiddle around with complicated addresses.

Of course, you don't have to stick with Home or Work. You may want to set somewhere else as a location and use Home or Work for that purpose instead. The main thing is that Google Maps suddenly understands your two most important locations and can work with them for your benefit.

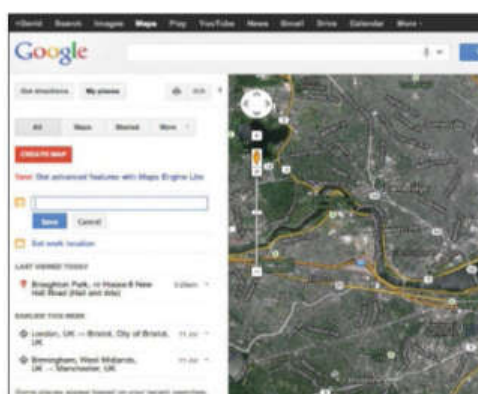
When you use Google Maps on Android too, these settings will be available to you – and others will be able to see them when they view your card within the app. They are relatively new settings and we do wonder why they were not implemented in the app much sooner.

Maps | Set a home and work location



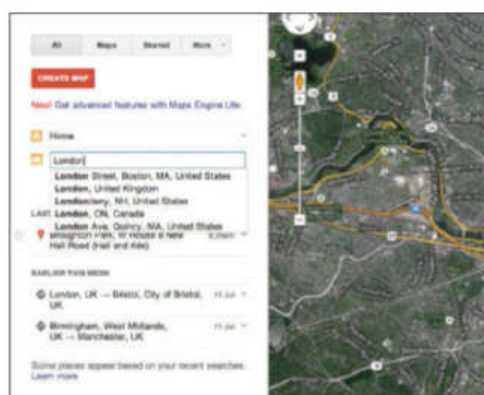
1: Set home location

There's an option in Google Maps, right up at the top of the left-hand sidebar, that takes you to My Places. This shows where you have been, but it also lets you set home and work locations.



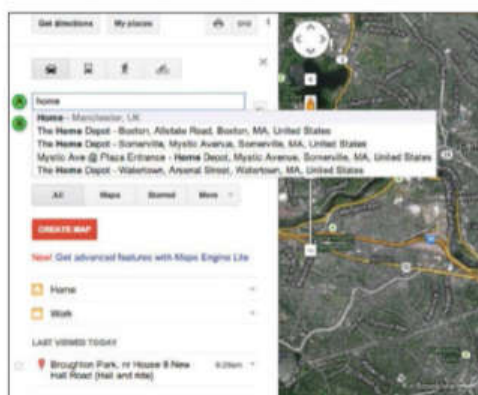
2: Inputting the location

Click on the link for either the work or home location and then type in the address that you wish to set. When you have finished, just click Save and that will then become the default.



3: Edit or delete

As you type, a list of suggestions will appear and you can simply click on one of those. You are also able to delete or edit a location by clicking the downward-facing arrows.

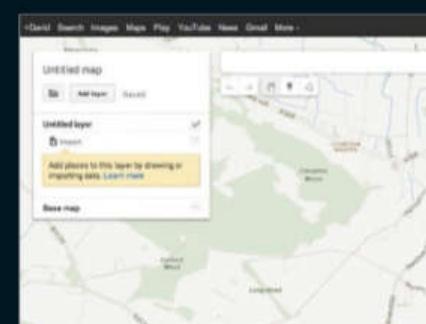


4: Using the locations

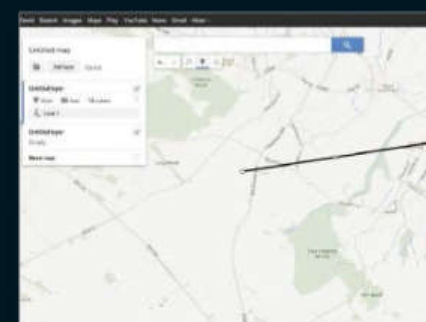
Now when we are searching for directions, for example, we can simply type in 'Home' and it will instantly call up our default location. Google will then use it as a start or end point.

Creating custom maps inside Google Maps

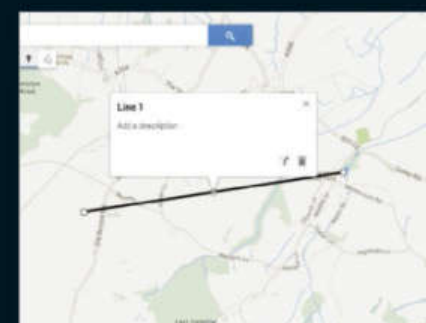
Customise, mark and draw on a map of your own



1 When in My Places, you can create your own map by clicking the red Create Map button in the sidebar. Maps are layered, so you can add as many as you want.



2 The drawing tools are just under the search box. Click on the hand to move around or click the draw button to draw lines or other shapes as desired.



3 Click on the marker icon to add a description to your line. The maps are auto-saved, and you will be able to share them with others when you are finished.

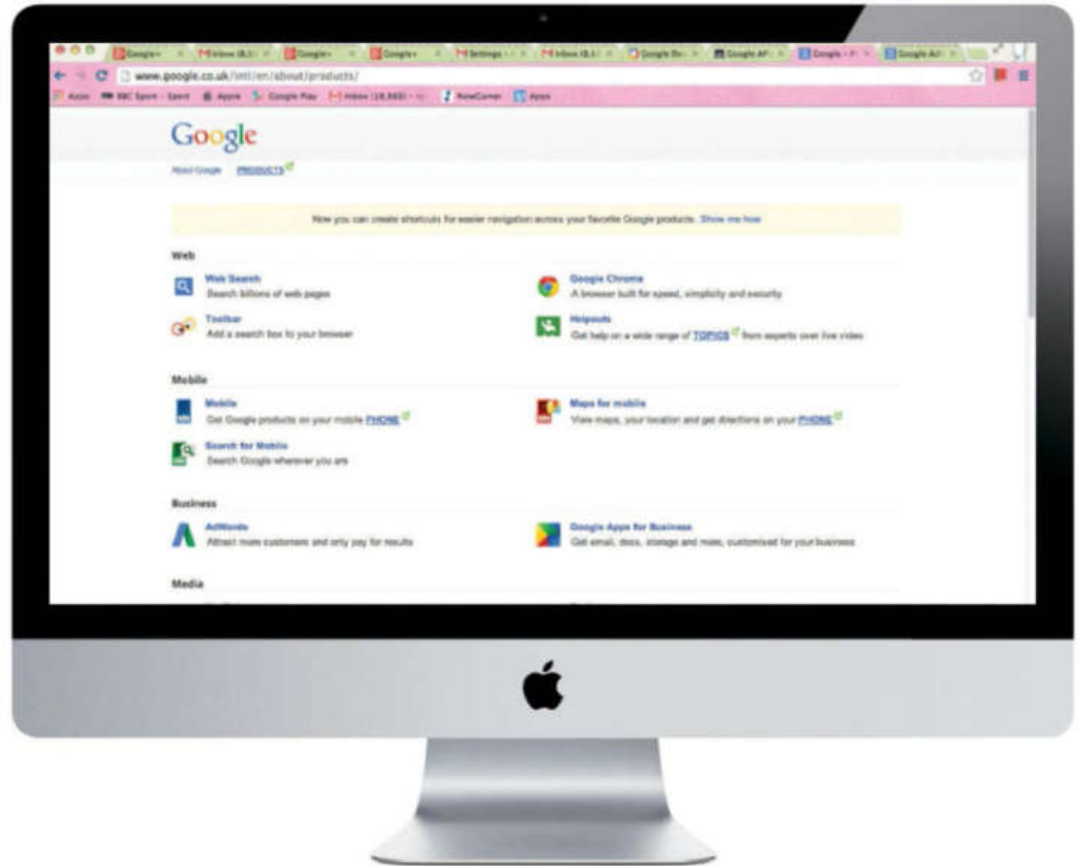
Information

A world of information is now available to you thanks to the many sophisticated Google services

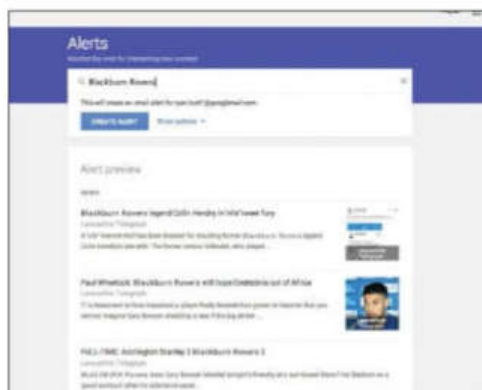
Information is a word that means many things to different people, depending on their exact needs. Google, however, has created a selection of services that offer almost everything you need if you are prepared to learn how they all work. Each service is designed to be easy to use and in many cases little instruction is required. But, as with everything, some useful tips and guides will help speed up the process, and open your eyes to what is possible with a group of services that are all free and extremely well implemented.

In this section, we have tutorials which will show you how to communicate in multiple languages, how to view your entire web history and how to research information using the most focused tools available. Discounted goods and services, advanced searching and use of these informational tools when mobile are also included, and together they create an ecosystem of solutions that can transform your life and end up saving you a lot of valuable time every day.

Information is key to the way we live today and having access to as much of it as possible in an instant will offer many advantages. If it is accurate and complete as well, the advantages only increase and with Google every area is covered with aplomb.

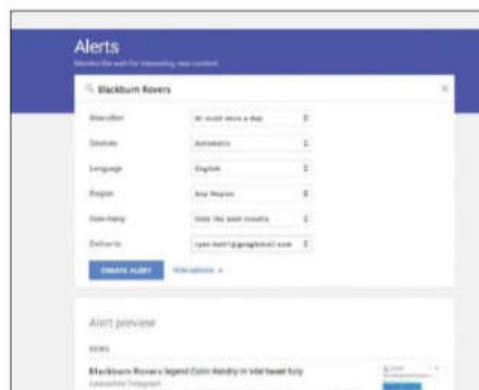


Alerts | Create email alerts for any topic



1: Search for anything

Go to www.google.com/alerts, where you will see a page asking you to add information. Think about what you need to know and input it into the top field. Results will appear immediately.



2: Set up your alert

You should now check each field and choose what type of result you want to see and also how often you want to be notified. Select 'Only the best results' to keep the alerts manageable.



3: Activate your new alert

As you activate each alert, you will see them listed in a simple page. They can be edited or deleted and you can also choose to have alerts sent as text only, for mobile devices.

Get info from photos

Use Google Goggles to find more information on any object

It might sound like science fiction, but you really can use your smartphone to get information from any object that is within your eyeline.

The camera is used on a smartphone to capture an image of the object and this information is immediately sent to Google's servers, where some clever analysis will attempt to identify it and then present back a selection of detailed results.

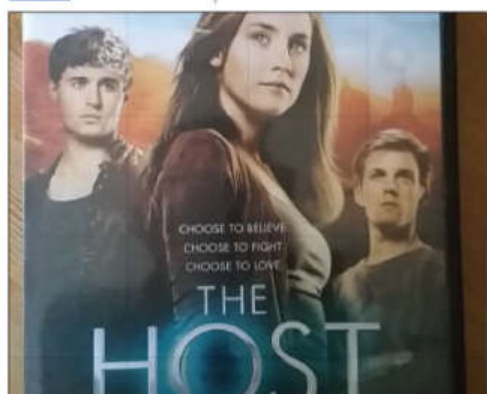
You may be curious as to how such a service could be useful, but if you think about it logically then the uses are almost unlimited. From snapping a movie poster to find cinema show times and

the cast through to photographing a product in a high-street shop to check up on the best deals, the opportunities for Google Goggles to benefit you go on and on. We don't live our lives in front of a computer screen, and so it makes sense to be able to take advantage of such a service when out and about without the need for data input and fiddling around with tiny keyboards.

You can now look at any object, capture it in the blink of an eye and know everything you need to know about it in seconds. The future is already here, and it's time to use it.



Goggles Understand the world around you in an instant



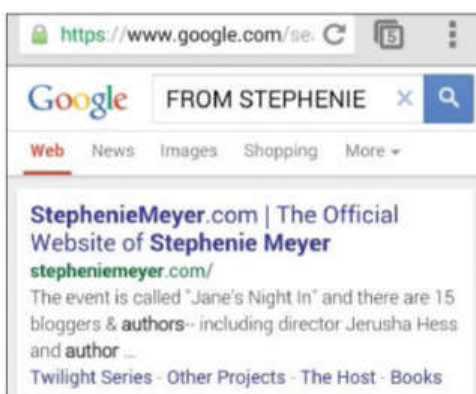
1: Find something to capture

No matter what it is, find an object or poster to photograph and open up Google Goggles. Tap the capture button at the bottom of the screen and let the app do its work.



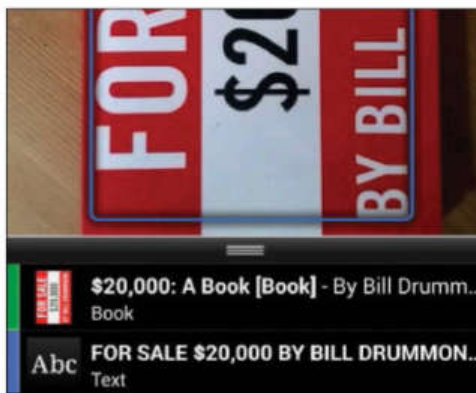
3: Capture any object in sight

Everything from biscuit tins to ornaments to pages from a book can be captured in Google Goggles and most times it will offer a positive search result at the bottom of the screen.



2: Varied and useful results

Tap the result at the bottom of the screen to be taken to a standard Google search page showing results in various categories. You should be given all of the information you need.



4: So much hidden detail

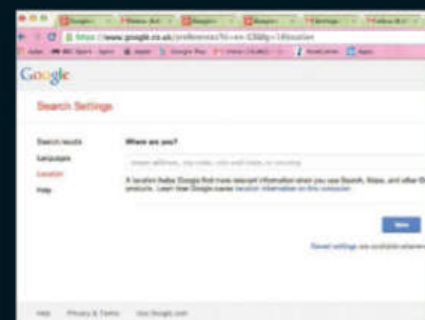
You may be surprised at just how much information is available on the most unusual of objects. If there is information within Google and it is recognised, you will be rewarded with lots of information.

Tweaking the search settings to your needs

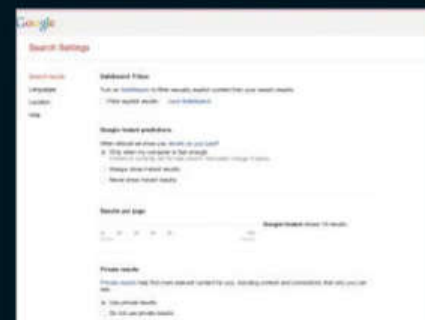
Changing the settings can save you hours



1 From the Google homepage, click Settings (bottom-right) to access your settings, web history and more. You can also access the advanced search here.



2 In the Settings screen, click Location on the left and enter your current town or postcode. This will not be obvious, but it helps a lot in a variety of searches.

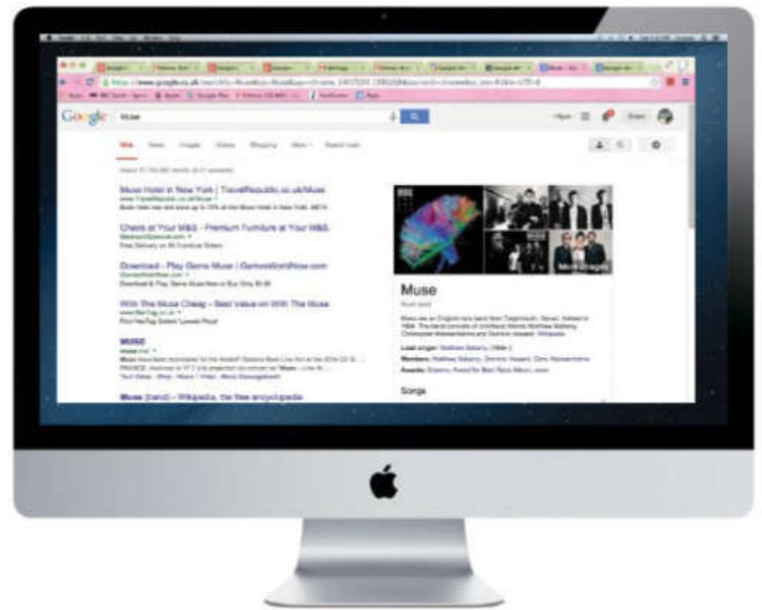


3 You should also check the other options like Google Instant, which will predict results as you type, and choose if you want results to open in a new browser window.

Improve results by using operators

Add search operators for more control

The vast majority of people use Google Search every day and click through lots of results to find what they are looking for. Despite Google being deadly accurate and very quick, there are some ways in which you can speed up your searching even further by using search operators. These simple terms let you specify individual criteria for each search and when used they really do make a difference. You can choose to search within a site or within specified ranges to narrow down the results and you can take these terms as far as you like. Here we will show you the most useful operators to use and it is likely that once you use them they will become a familiar feature of your online searching.

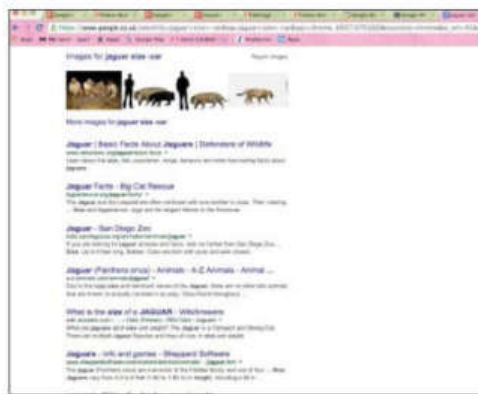


Search | Learn to use varied search operators



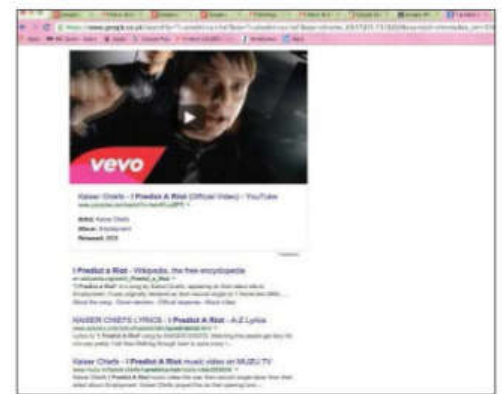
1: Search within a site

To search within a particular website without visiting it, just use the URL in your search query. For example, 'andy murray site:bbc.co.uk' will only bring back results for that term within the BBC site.



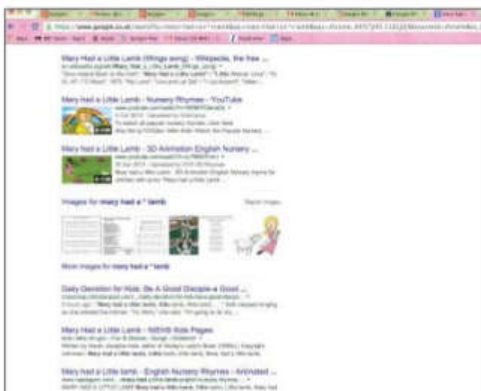
2: Exclude words from search results

You can exclude words or sites from your searches by placing a '-' before the word. As an example, 'jaguar size -car' will remove all results that include any mention of cars in them.



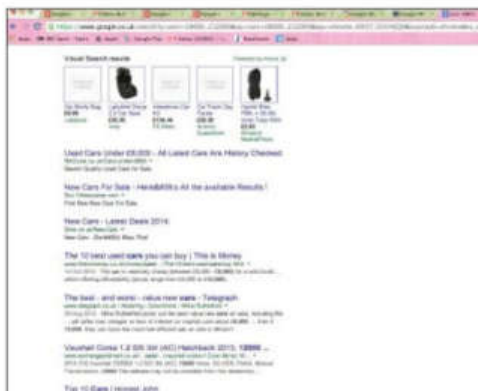
3: Find exact phrases

If you use quotation marks, you can search for an exact phrase and be much more likely to receive accurate results. For example "I predict a riot" should return results for the song.



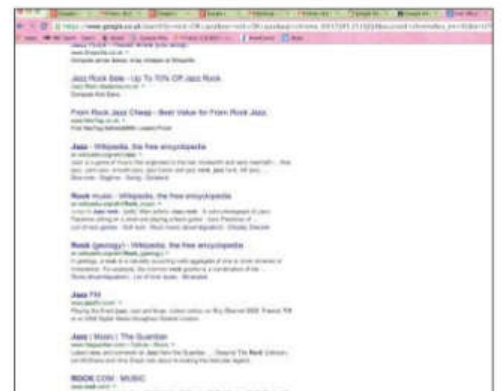
4: Fill in the blanks

You can place a '*' within any phrase to fill in the blanks if you need to know the missing words. Make sure you use quotations as well for well-known phrases or lyrics.



5: Search within a range

If you are looking for products within a particular price range, use two dots to specify this. For example 'cars £8,000.£12,000' will only bring back results in that range. It works for all numbers.



6: One or the other

Sometimes you want to search for two words and need to see results if one or both is mentioned. Use 'OR' to specify that you want to see both sets of results; for example, 'rock OR jazz'.

Create a search engine

Build a custom search engine for your website in minutes

The Google Custom Search Engine is a tool that you can use to bring the power of Google to your own website. The setup process is fairly straightforward and the only tricky part is placing the required code in the right place, but even this should work fine if you follow the instructions carefully.

There are options available to tweak how the search engine looks and works and therefore you have the ability to match it to your current website design with ease. However, ultimately it is the sheer speed and power of the algorithms behind the Google Custom Search Engine that will make it such a positive addition to your site.

As a bonus, you can make money from the included advertising which is not too obtrusive, so there are few reasons to avoid trying it out. You are probably used to the ease of use Google Search offers you every day, so the least you can do is ensure you are doing the same for your site visitors. It gets your information out there in the right way.



Custom Search Engine | Create a personal search facility



1: Where to start

Go to www.google.com/cse/, where you will see two options. The first is the basic offering which is free and the second lets you use more powerful features such as extra customisations and more detailed analytics. For this step-by-step, we will use the free offering.



2: Click the button

Click the blue icon to start the process and then enter your web address to specify your site. Now tap Create. At this point the web address will be double-checked and if it is valid you will be taken to the next step. You should also set a name for the search engine.



3: Use the code

You will now be presented with some HTML code which needs to be pasted into your site. This is not only used to increase the effectiveness of the search engine, but to ensure that you are the rightful owner of the website. Follow the instructions carefully for this part.

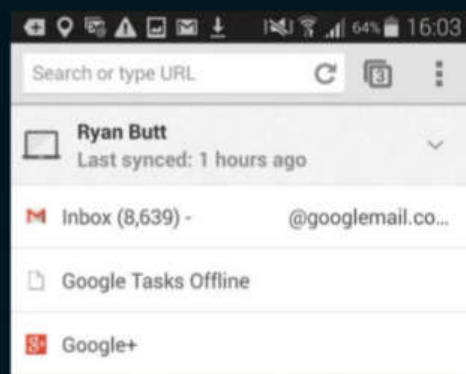


4: It's now live

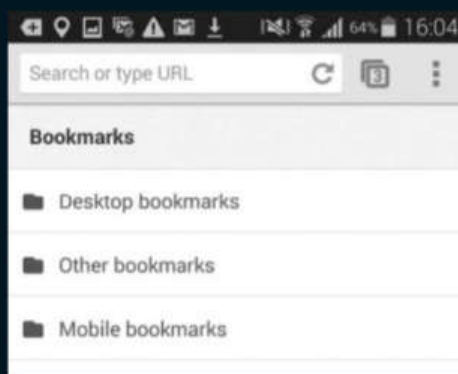
The custom search engine should now be live on your website, but you can make specific changes to make it fit your current design by selecting the Edit option in the sidebar. It should provide the kind of search facility you will want all of your readers to experience.

Synchronising your devices

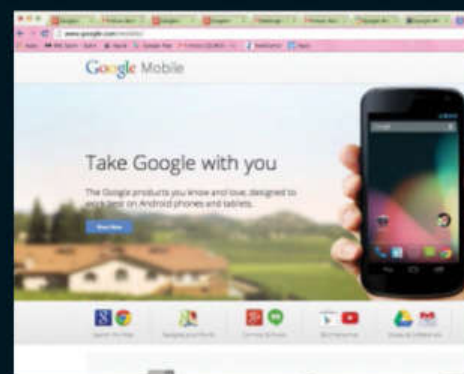
Use mobile and desktop Google services in partnership



1 If you use Google Chrome on your desktop PC and your smartphone, your latest searches and visited pages can be displayed in both browsers provided you are logged into your Google account on each.



2 Your bookmarks will also be synced automatically in both mobile and desktop browsers and kept up to date in real-time. They are always up to date and will be available no matter where you are.



3 Many Google information services are also available on mobile devices via apps or webpages. Go to www.google.com/mobile/ to see what is available. Some will sync across devices automatically.

Discover new inventions with Google

How to perform a patent search

Google is constantly trying to make important collections of information more accessible to all, and a recent addition to its vast range of services is **Google Patent Search**. For millions of ideas that have been submitted to either the United States or European patent offices, Google Patents lets you discover, search and read all about them online. And with Google's Prior Art Finder, you can find documents related to a particular patent application.

You can search the full text of patents by selecting 'Patents' from within Google Search, or from the search box at the top of any patent page. Here we help you get accustomed to this intriguing new service to see what wondrous new creations lurk just around the corner.

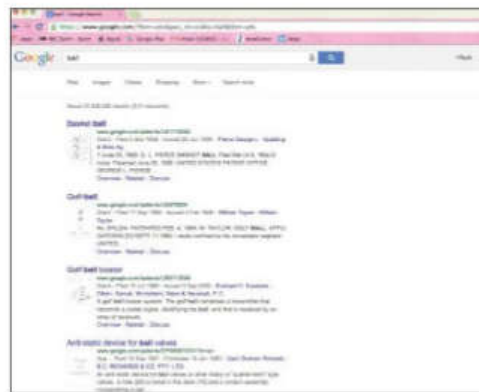


Patent Search Find patents



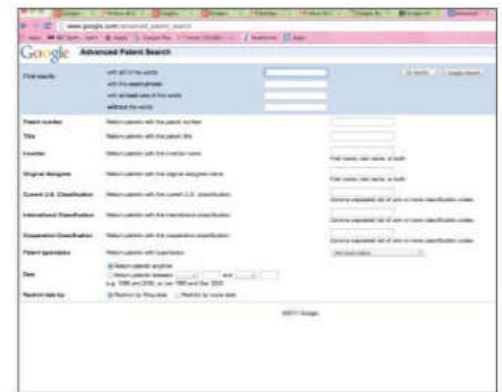
1: Start searching

Go to www.google.com/patents. This looks like a standard Google search page, but you will notice that the search field says 'Search Patents'. Get started by entering simple terms into this field.



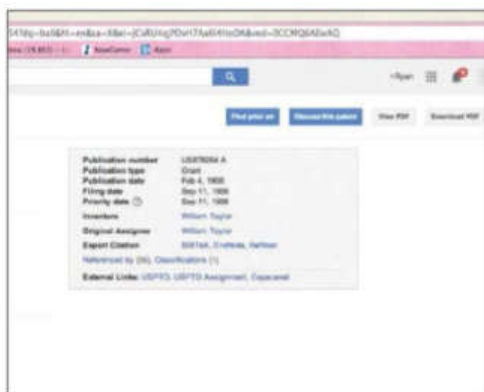
2: Results screen

All of the search results will be patent-related and can be a fascinating look back through time. For example, enter 'ball' into the Patent Search and you will see the origins of many different types of ball.



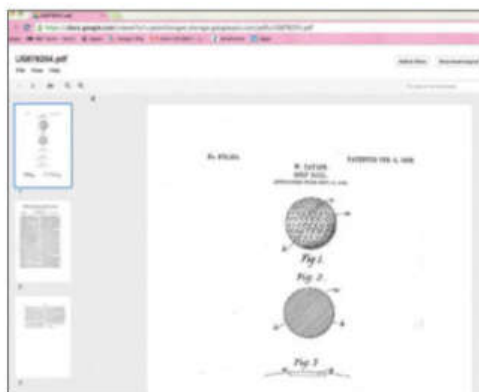
3: Be more specific

Go to the Advanced Patent Search page at http://www.google.com/advanced_patent_search to enter specific criteria into the various fields to help determine what you are looking for.



4: Prior Art Finder

Click on a search result to be taken to the overview page and click on the 'Find Prior Art' button at the top. Enter key words and date ranges.



5: View/download a PDF

If you'd like to view the patent as a PDF, go to a patent's overview page and then click on either the View or Download PDF buttons in the top-right.



6: Provide feedback

There is also facilities in place to discuss the patent that you are viewing. Click on the 'Discuss this patent' button at the top of the overview page.

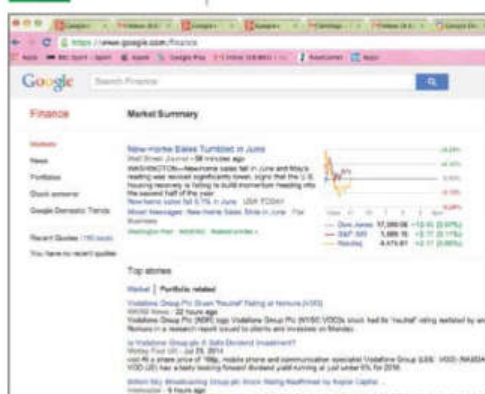
Profit from Google Finance

Keep your portfolio on track every day

Google Finance is an information portal that works in a similar way to Google News and Search, but the way it works is much more interactive than many Google services. The latest financial headlines are presented all of the time and you can choose exactly what you want to see using various customisation options. News for a particular market is included alongside the most important financial headlines and even news for individual companies. It is a treasure trove of financial information that puts many professional, and much more expensive, services to shame.

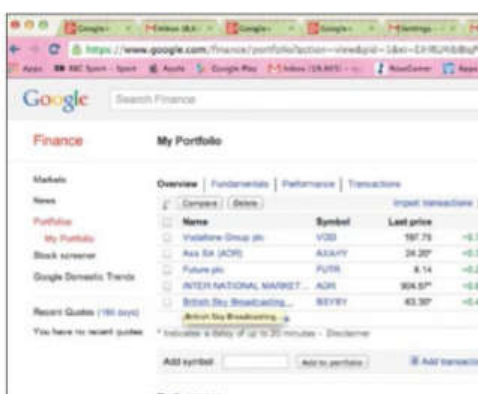
However, the real benefit of Google Finance is the ability to store your own portfolio and to keep track of each individual share. You can import and export data and also keep a close eye on each company you invest in every second of the day. The ability to compare performance between companies and to be able to look back is also built in, so there really is nothing missing that the budding investor will need. Google has always been viewed as a source of useful information, but this particular service takes it to a whole new level. So let's go make some money.

Finance | Harness the Google Finance service



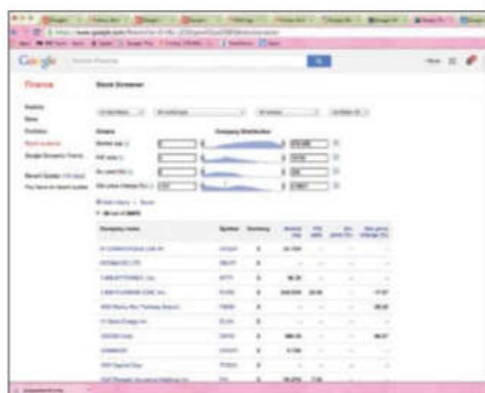
1: All in one place

Go to <https://www.google.com/finance>, where you will see a page showing the top stories, world market pricing and a selection of options on the left-hand side. Click the Portfolio option first.



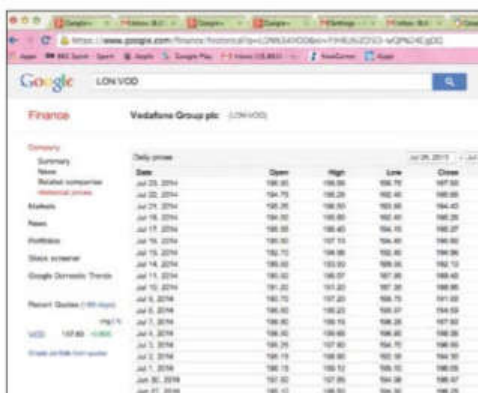
2: Build your own portfolio

A huge array of options are available here. You can add companies, import transactions, compare performance and check the fundamentals. It's serious info that you can manipulate with ease.



3: Choose your bet

The Stock Screener option shows a list of all of the firms within a specific stock exchange. Simply click a company and you will be given the information you need to make an investment decision.

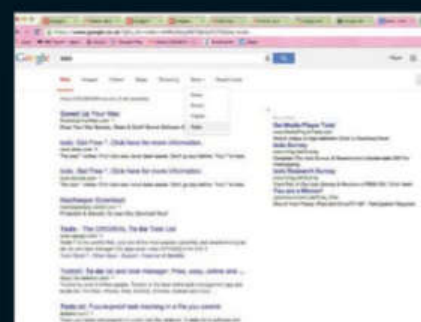


4: Track the markets in detail

Click any market at the top of the screen to see the current price. You can now select the News option for the latest headlines, or 'Historical prices' for a full view of past performance.

Searching for new apps, the Google way

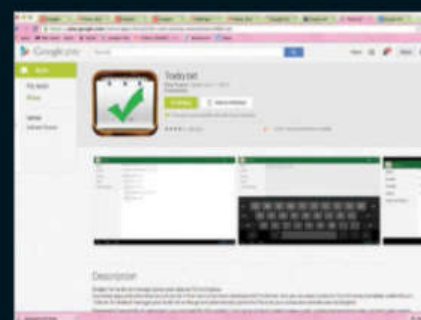
Forget app stores – just use Google to find apps



1 When you do a normal search in Google, you get a huge array of results. Start a search and then click the Applications option at the top to be more specific.



2 Type in a description for the kind of app you're after, also including the platform. For example, 'Todo Android' will bring back to-do apps on the Android platform.



3 When you click a search result, you're taken straight to the app listing on the relevant app store. There's no middleman since it is designed purely for app listings.

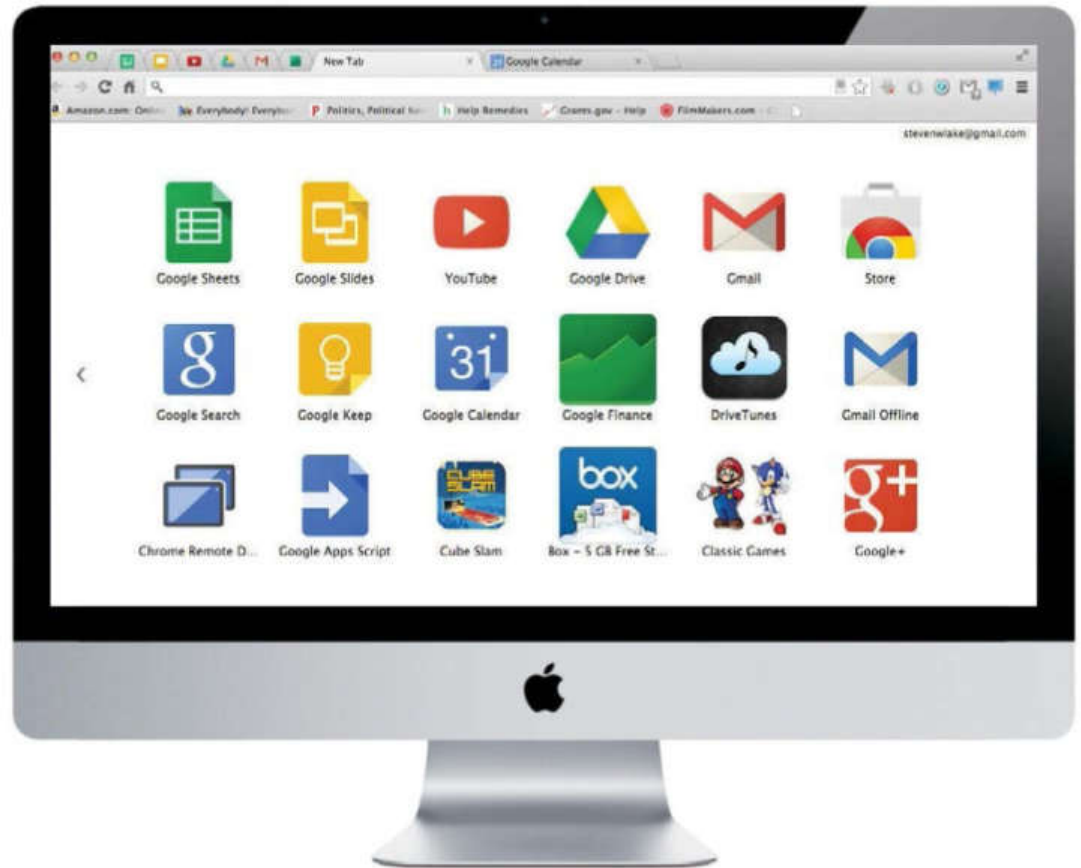
Organisation

Harness the power of Google's online services to help get your life in order

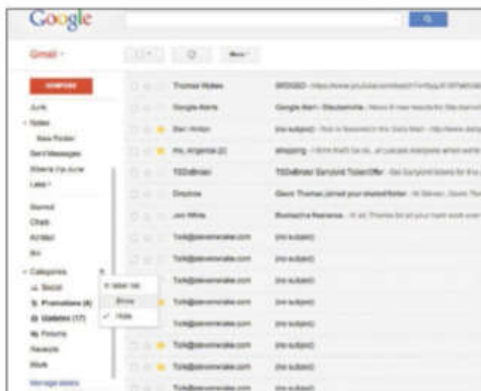
Getting organised with Google's huge array of web, mobile and tablet apps goes way beyond syncing your emails and calendars and setting up a few bookmarks for your favourite sites. It is now possible to shift your entire life onto Google, utilising its free services to better manage everything from everyday tasks, to the running of your business, to keeping up to date with your stocks. The key is how you implement these tools into your life.

A lot of what's available through Google's web browser, Chrome, is not always hugely advertised. There are a lot of great unknown tricks and tips for speeding up your workflow and streamlining the way you and your devices communicate with Google.

In the following tutorials you will learn how to make the most out of Google Drive; discover how to treat Chrome as your new desktop, giving you access to all your files, documents and favourite websites instantly, as well as a selection of tips on the various Chrome extensions that are available; and learn some great time-saving techniques for organising all of your online and offline content. Whether you want to play music from the cloud or receive phone notifications on your desktop, in these guides you are going to find out just how organised you can get.

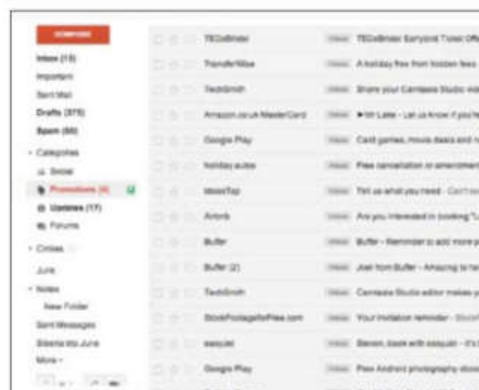


Gmail | Organise your inbox with Google's category system



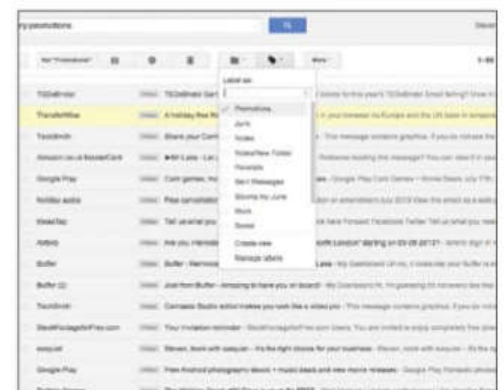
1: Display Categories

In Gmail, hover over the navigation menu to the left of the page. Click More. Scroll down to categories and click the drop-down icon to the right of it. Under 'In Label List', check Show.



2: Browsing Categories

Categories will now display below Spam. By default there are three categories: Social, Updates and Forum. Google will automatically allocate emails to categories, depending on their content.



3: Moving emails

If an email has been added to a category that it isn't meant for, click the checkbox next to it. Then click Note "Category Name". Or click the tag icon and reallocate somewhere else.

Use Chrome as your desktop

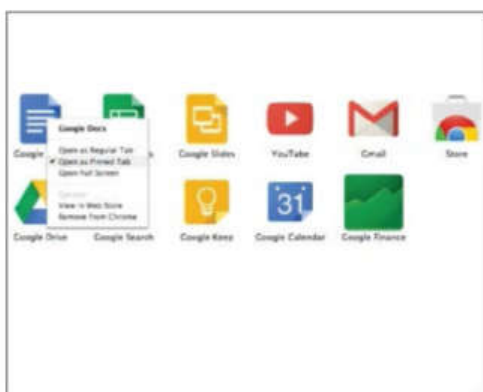
Set up a super-slick desktop in Chrome

Google is no longer just a search engine – it now offers a collection of high-quality web apps which are now in competition with software such as Microsoft Word, Excel and PowerPoint, as well a series of other brilliant web apps and services. A web app is just the same as an app you would have on your smartphone or tablet, but it runs through a web browser such as Firefox or Chrome. What can be a little jarring about this transition into web apps is the fact that you are no longer installing a piece of software onto your computer, nor are you opening up files as you

would have done in the traditional way on your computer. Instead, everything is accessed through Chrome, although there is desktop software for Drive, which will locate all of your files into a folder format on your desktop. But as for running something like Google Docs or Sheets, all of this happens within a browser window.

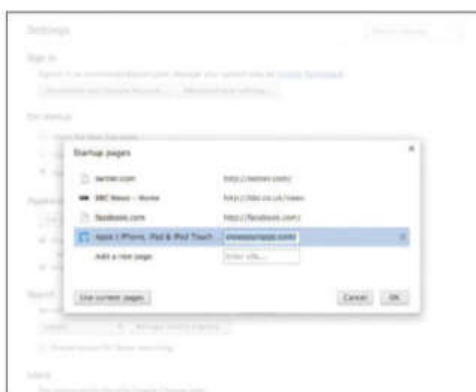
To help ease the transition into making your web browser your new desktop, follow these steps to set up your brand new Chrome-based desktop, offering easy access to all of your most important web apps and sites.

Chrome | Set up a Chrome-based desktop



1: Pin items from splash screen

Open a new tab in Chrome to display all your Chrome apps. Right-click one and select 'Open as Pinned Tab'. Do this for any apps you want to have open every time you start Chrome.



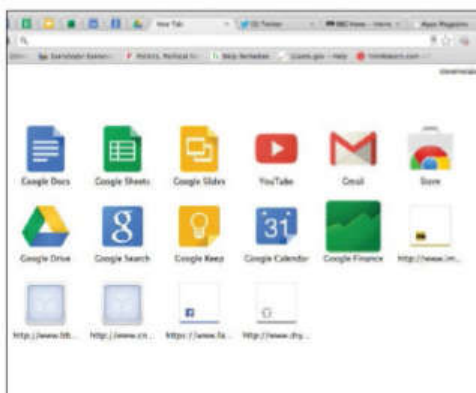
2: Startup pages

From the menu bar, click Chrome>Preferences. Under 'On Start-up', check 'Open a specific page or set of pages'. Then click Set Pages. These pages will automatically open up when you start Chrome.



3: Set up your bookmarks

Add secondary sites to your bookmarks, which you may not want to open on startup but want quick access too. Click and drag the icon next to a site URL into the space below it to create a bookmark.

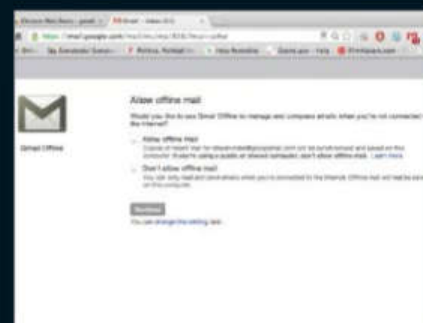


4: Add sites to splash screen

You can save URLs by dragging and dropping onto your splash screen. Now restart Chrome. All previously opened pinned web apps will open and all saved startup pages will display.

Improving Chrome with extensions

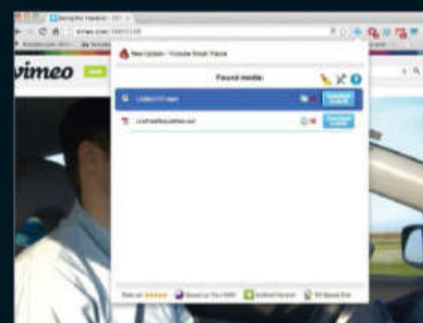
Some extensions you won't be able to do without



1 Gmail Offline lets you read and respond to emails offline by storing emails as they are received on your computer. Emails written offline are delivered when online.



2 Ad Block prevents pop-ups and spam sites from disturbing you. It also has a great selection of filter options and the ability to hide sections of certain pages.

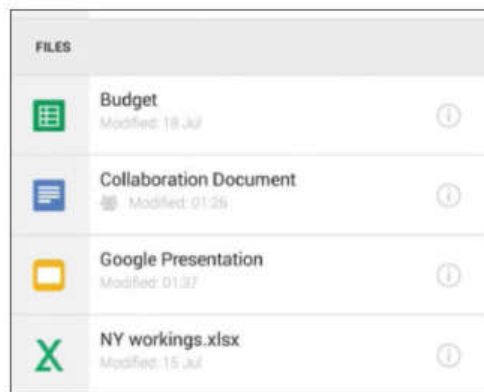


3 FVD makes downloading video files through your browser easy. Once a video is detected on a webpage, click the FVD widget and a download link appears.

Organise your mobile device with Drive

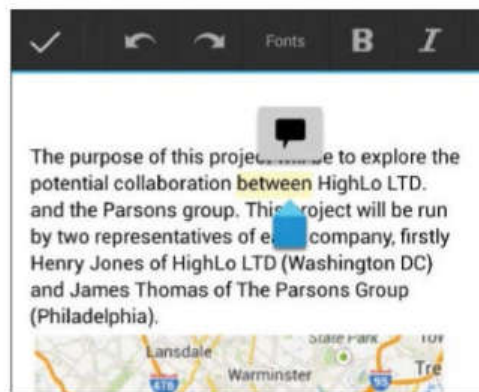
Stay organised on the go with Drive Mobile

If you find yourself spending as much time on your smartphone or tablet as you do your computer then maybe it is time to get Google Drive set up on these devices as well. Doing this means no more having to email yourself documents to check over, or being away from your desk, because you will have a virtual one in your hand, as well as being able to edit and share content through Drive. To really get the benefit of Google on a device, download Google Calendars, Gmail, Google Finance and Google Keep to it. In this tutorial you will find out how to set up Drive to make the most of it on the go and prepare files to make them accessible anywhere, any time.



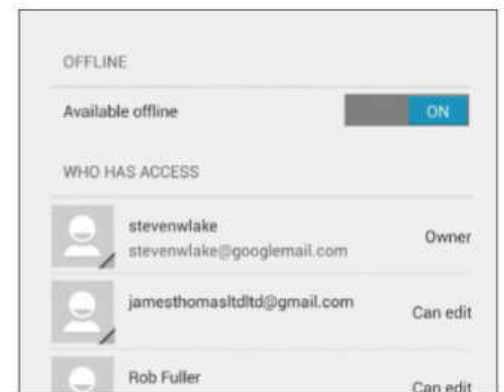
1: Download Drive

Visit your device's app store and search for Google Drive (not all devices are compatible). Download the app and sign into your Google account. All your Drive files will displayed within the app.



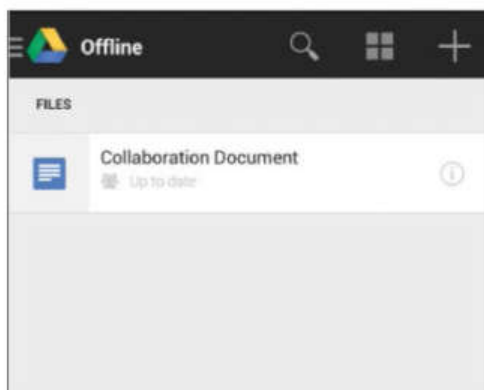
2: Working on a document

Open a Google Documents document. There are no restrictions within the Google Docs mobile app, other than its smaller interface. You can edit a document as you would on a computer.



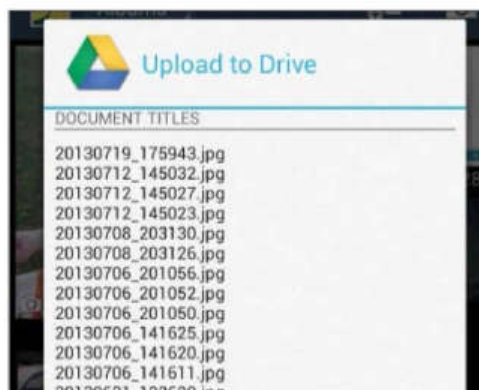
3: Offline mode

Tap on the 'i' icon next to any file in your Drive list. Here you can adjust your sharing permissions and see when a file was last modified. Under Offline, flick the switch to on.



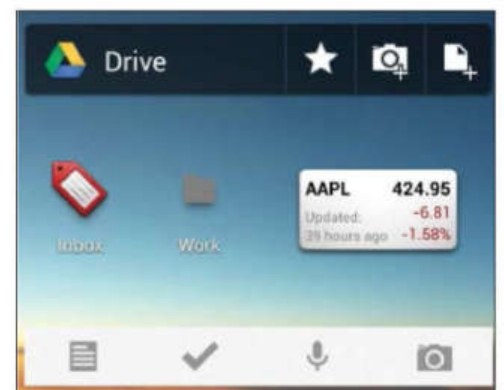
4: Accessing Offline files

From your Drive list, tap the Drive icon, then Offline to display all files that you have been allocated to Offline mode. To remove one from it, tap and hold a file, then tap Remove Offline.



5: Upload device files

Open an app in your device for which you want its content uploaded to Drive. Tap and hold or tick all folders/ files you want to upload, tap the Share icon and select Drive to upload.



6: Widgets

Open your Widgets window. Each Google app provides a widget and a shortcut. Drag the Drive widget and some Google app shortcuts to your home screen, creating a mobile Google desktop.

Access your computer anywhere

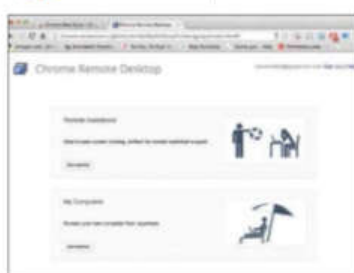
Control your computer remotely through Chrome

Google created the Drive online storage service to benefit users who wanted to access their files from various computers instantly. The cloud service for Drive is fantastic, and the web apps which allow you to run certain files from it make accessing your files from anywhere simple. As organised as you can be with Drive, it can be

problematic if you find yourself away from your main computer and the files you need to access are not on Drive, or cannot be run on Drive or the computer that you are on. This can especially be the case for files that are specific to certain computer software, which won't run on Drive and may not be installed on the computer, such

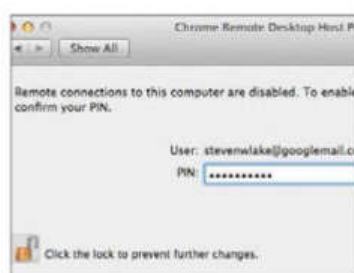
as a Photoshop .PSD file. To get round this, using the Chrome Desktop Remote app you can log into and control your main computer from any other computer in the world through Chrome, as if it were right in front of you, providing limitless control. Take a look at our steps to set up your own Remote Desktop service.

Chrome Remotely control your home computer



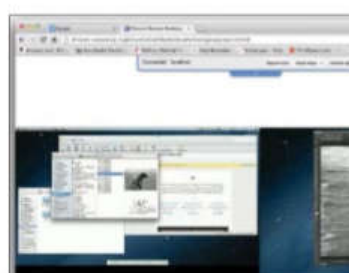
1: Install Remote Desktop

Visit the Chrome App Store, find and add Chrome Remote Desktop. Now open it, agreeing to the permission requests. Under My Computers, click Get Started. Click Enable Remote Connections to download the Chrome Remote Desktop Host installer. Begin the installation.



2: Creating a PIN

Now go back to the Chrome Remote Desktop app in Chrome and enter a secure PIN number, which will be used to gain access to your computer remotely. A preferences panel will open; unlock it if necessary, then input the PIN you just created to enable remote connections.



3: Access your computer

Log into Chrome on another PC/Mac and repeat steps 1 and 2 so Chrome Remote Desktop is enabled. Under My Computers, the computer you set up first should be visible. Click on it, and input your PIN number, then click Connect. You can now connect to and control the computer remotely.

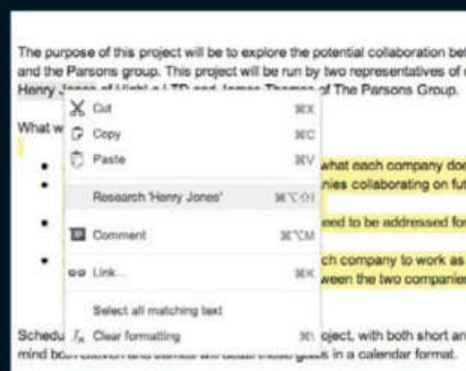


4: Share with others

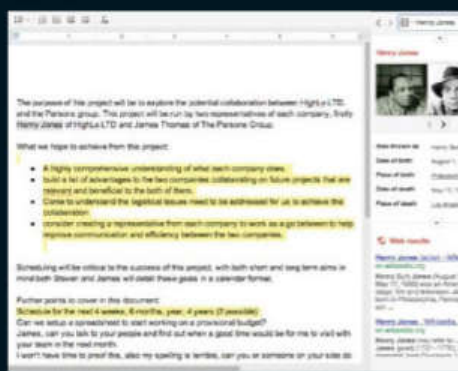
From the Chrome Remote Desktop menu, under Remote Assistance click Share. You will be given an access code that you can give to another Chrome user so they can access your computer: click Access and provide Chrome with a code to access another Chrome user's computer.

Researching with Google

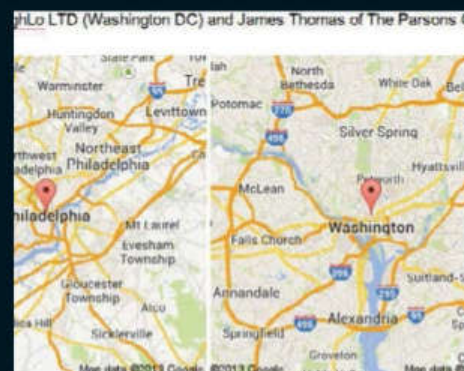
Start researching through Google Docs



1 In a Google Document, highlight a piece of text you'd like to get more information on. Right-click and click Research "Highlighted text". This will open a research pop-up window within Google Docs.



2 Depending on the content of the text you selected, you'll get varying results. At the top of the pop-up will be a summary of the wording as best compiled by Google, followed by web results.



3 Click on the drop-down menu at the top of the pop-up to access filter options. You can click and drag images and text into a document. Some content includes an insert option, such as maps.

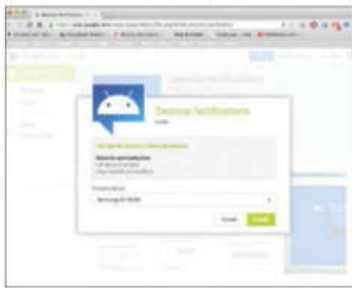
See phone notifications on your desktop

Monitor your Android device activity with Chrome

If you're finding yourself getting distracted by your phone at work then check out the **Chrome Desktop Notifications** extension. Sync your Android device's notifications with your Chrome web browser with this Chrome extension and Android app. So whenever you receive a notification for a missed call etc on your Android device, it'll be forwarded to Chrome, which will display the push notification in a pop-up window on your desktop, allowing you to screen calls and messages from there. This will also be useful when your device is on silent but you want to monitor its activity. Check out our steps to learn how to install and run the Desktop Notification service. There is currently no such extension for iOS devices, but several other Chrome-to-iOS extensions are available.

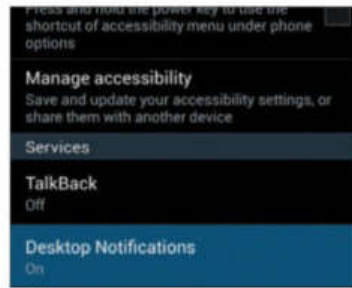


Chrome | Forward phone notifications



1: Desktop Notifications

In the Chrome Web Store, search for Desktop Notifications; add it to Chrome. Search Google Play for the same, installing it onto your device.



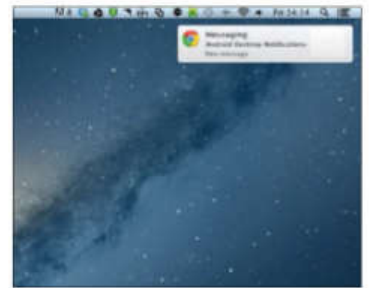
2: The Android app

Open the Android app. Tap Open Accessibility Settings. Under '1. Services', ensure Desktop Notifications is on. Go back to the app.



3: Syncing the device

Under '3. Connect' note the code. On your desktop, open Chrome. Click the Desktop Notifications widget and input the code. Click Apply.



4: Test Notification

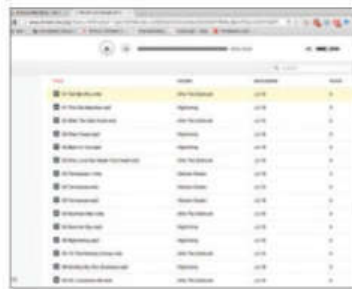
On the Android app, under '4. Test' tap Create Test Notification. The notification should appear on your desktop, as will future notifications.

Chrome | Play music through DriveTunes



1: Add DriveTunes

Visit the Chrome Web Store, search for DriveTunes, open it and add the extension to Chrome. It will be added to the Chrome splash screen.



2: Running DriveTunes

Open DriveTunes from the splash screen, or visit www.drivetunes.org. All audio files from your Drive folders will be added to DriveTunes.



3: Playing your music

Use the search function to locate audio files, set up shuffle or repeat functionality and browse your new catalogue, all within DriveTunes.



4: Playlists in Drive

Open Drive, create a folder and add some songs to it. When you open DriveTunes, that folder will appear featuring those selected songs.

Work with tags in Feedly

Create an article library in Feedly with tags

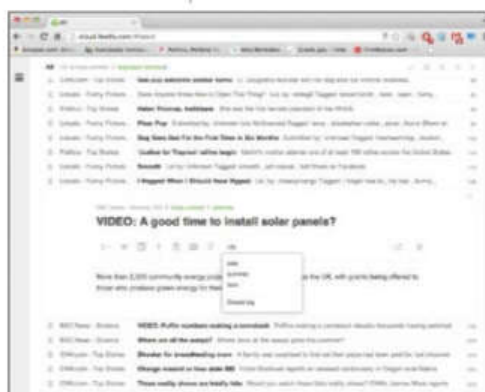
Since the discontinuation of Google Reader, Feedly is going to be your new home for all your favourite site and news feeds, compiling the articles you want to read into one tidy space.

Feedly comes with a fantastic categorising system, which allows you to set up news feeds under specific categories. The only downside of this category system is once you have read an article and want to save it, you can only save it to a single archiving folder, which cannot be categorised or ordered. However, what you can do instead is categorise articles by tags. A tag is a singular

descriptive word which is somehow relevant to the content of an article. Tags are present in almost any kind of news article or blog post. They help categorise an article and give it better reach to the kind of people who are searching for tags specific to that article.

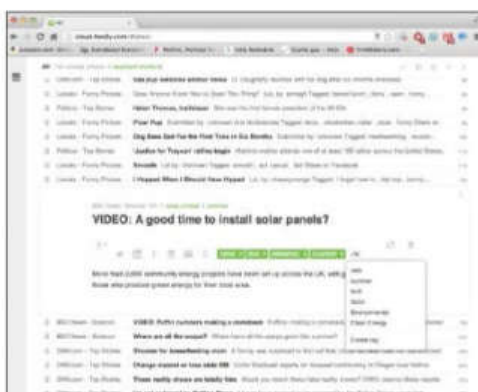
With the Feedly tagging system, you can now add as many tags as you like to an article. Each tag will then become its own category, which you can access through Feedly, creating an incredible vast and specific library of articles that can be accessed in an instance by selecting a tag.

Organise archived articles with tags



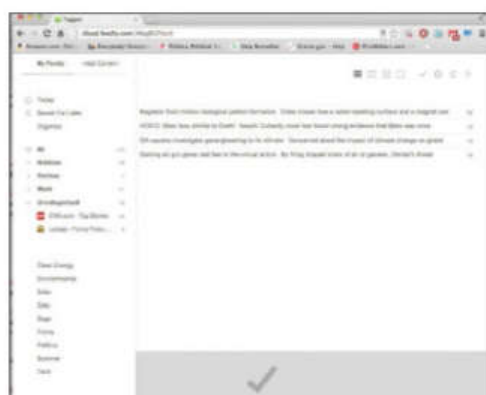
1: Access tagging options in Feedly

Opening your primary Feedly news feed, click on any article. Then a preview of the article will be shown with a selection of sharing options. Click the '+ Tag' icon to access your tagging options.



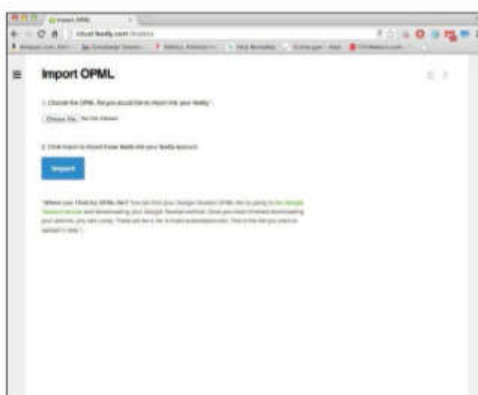
2: Adding tags

From the drop-down menu you can tag an article with pre-existing tags or create a new one. Added tags will appear in green below the article. You can add as many tags as you like.



3: Feedly tag categorisation

Click the menu icon to the top right of the page. Below your Feed categories will be a list of your created tags. Click one to access all articles that have been assigned that tag.



4: Importing tags

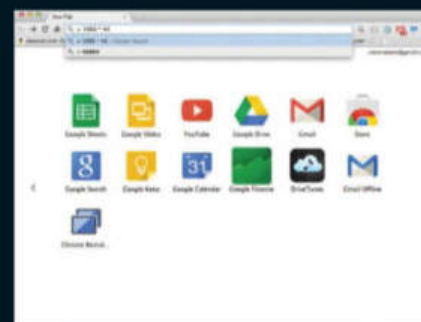
If you were a user of Google Reader, you can import your old tags (if you were using a tagging system) when you import an OMPL file. This is covered in our Feedly tutorial (pages 150-151).

Harnessing the power of the Omnibox

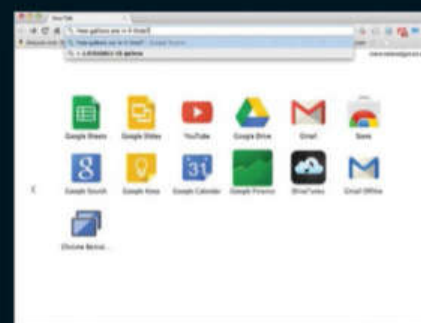
Using Omnibox, Chrome's intuitive address bar



1 Omnibox can do much more than access websites. If you don't know the name of the site you're after, type in some relevant keywords and let Google find it.



2 You can do equations in Omnibox, using the +, -, * (multiply) and / (divide) icons. Type in an equation for an instant result, then continue with more operations.



3 It can do weight and measurement conversions too. Phrase the conversion in the form of a question using numerals; eg 'How many gallons are in 4 litres?'

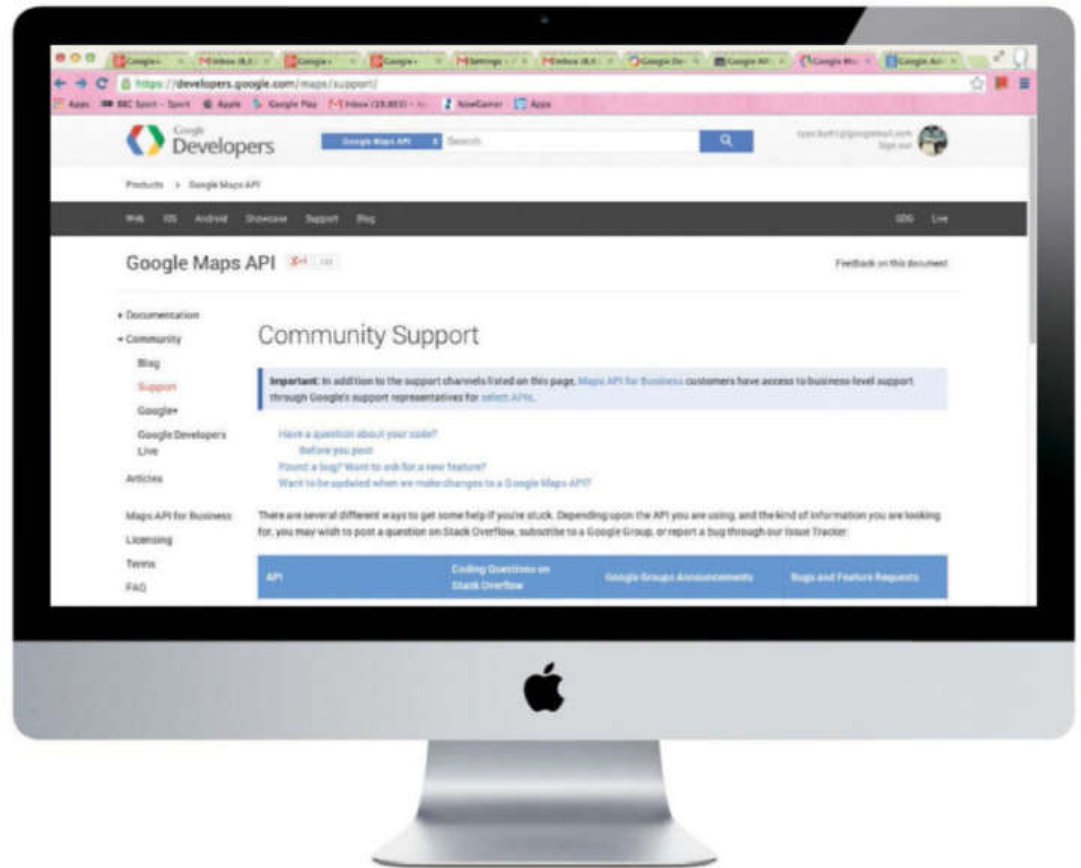
Websites

If you're running a website, Google has a lot more to offer you than simply sending visitors your way

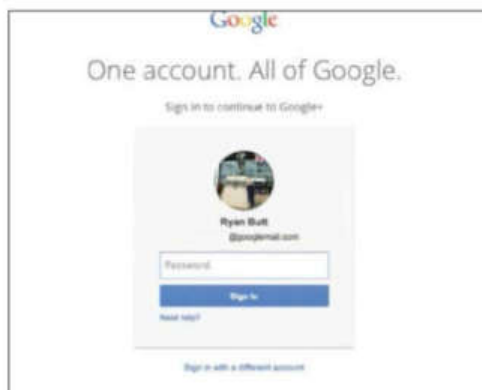
Google isn't just a search engine any more. Although search remains its core business, and the primary way that users interact with the software giant, behind the scenes there are a whole host of additional products and services offered by the company – many of which you'll probably encounter on a daily basis.

The most well known of these are YouTube and Google Maps – check out our tutorial on page 184 to see how to integrate Maps – but there are many others that provide services to help you improve your website, and your users' experience. Google has also been acquiring services in recent years so that Blogger is now owned and operated by the firm, providing integration options that didn't previously exist. Not to mention that it produces one of the most popular web browsers: Chrome.

This section of the book provides you with a taste of some of these products and services, alongside a series of tips to help you get the most out of Google when it comes to running a website. We've got helpful tutorials on how you can set up a collaborative Google Hangout using Google+, use a high-quality selection of fonts on your pages, and optimise your website to achieve the best possible search engine results.

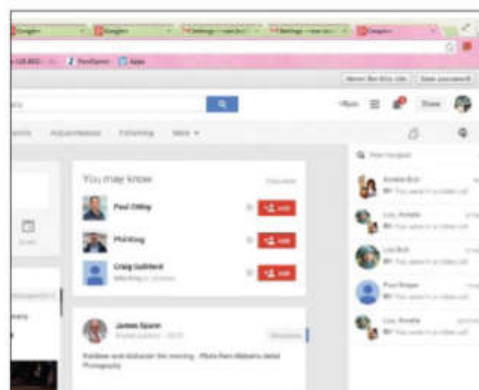


Hangouts Host an online Hangout



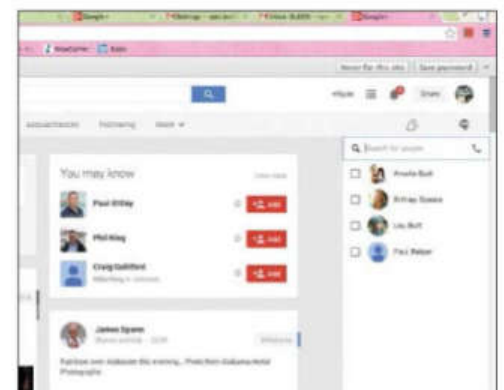
1: Sign in to Google+

In order to use Google Hangouts you'll need a Google account (which, as with all services provided by Google, can be the same one you use for Gmail, AdWords etc) and to be signed into Google+.



2: The Hangout area

On the right side of the Google+ page you'll see the Hangouts area which includes a list of your recent Hangouts, as well as any recently emailed/invited contacts in your circles.



3: Create a Hangout

Click on the 'New Hangout' button at the top of the Hangouts list to start a new one. You can select the people you'd like to invite from your contact list. Choose the format (video or text) and get going!

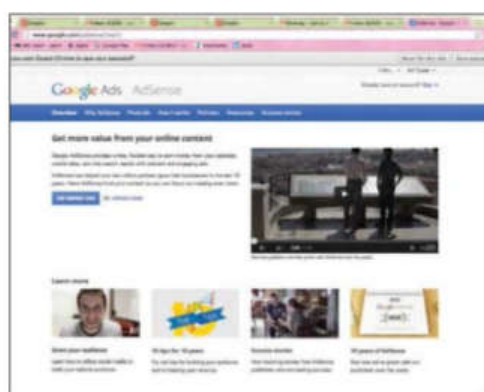
Make money with AdSense

Get your website earning by displaying text adverts

Google AdSense is arguably the most popular advertising service on the web. Working with Google's AdWords service, the system places adverts on websites across the globe in a simple text-based format that's non-intrusive to users, but allows webmasters to generate income when an ad is clicked. This isn't a licence to print money for website owners, and the amount of money raised will depend upon the type of advertisements and number of clicks, but there are other revenue-sharing options available that can help provide a small-but-steady income for popular websites.

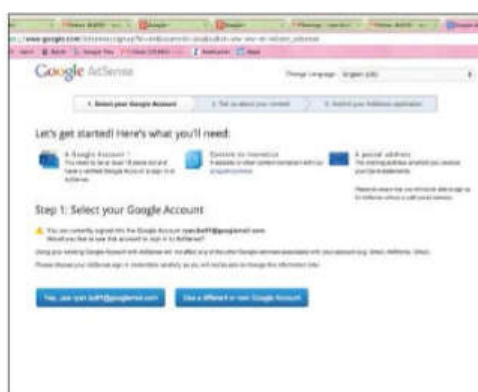
A webmaster's first instinct might be to reject the notion of showing adverts alongside their content, but the promise of some ad revenue, combined with the option to limit adverts to text-only, context-sensitive adverts makes the service popular. In this tutorial we'll show you how to set up your AdSense account ready to host your first set of adverts on your website. We're using the AdSense for Content service (there are also AdSense for Search, AdSense for domains and AdSense for Video), which allows you to choose the type of adverts you're willing to have.

AdSense Set up your AdSense account



1: Sign in

Visit www.google.com/adsense to get started. You'll need a Google account, but your regular credentials won't automatically grant you access: you need to enrol in the AdSense programme.



2: Set it up

Click on Get Started button to register. You need to fulfil certain criteria to be eligible for the AdSense service: be over the age of 18, have a full postal address, and have content to monetise.



3: Provide content details

One of the things Google wants to check is that your content is appropriate for its advertisers. Provide details of your domain (where you intend to show adverts) and the language it uses.

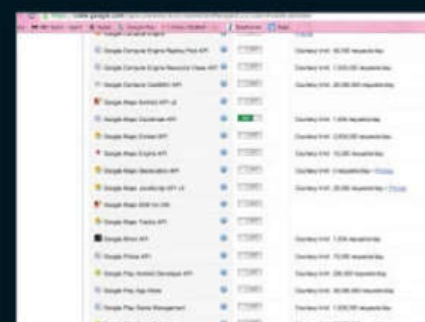


4: Personal details

To receive your advert income you'll need to have a physical address and bank details. Complete the form and submit your application. Once approved, you're ready to start earning from your website!

Getting the most out of Google's APIs

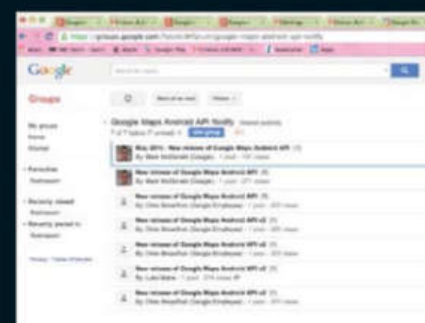
Google offers a host of APIs to access its services



1 The Maps API has various elements such as Places, Coordinates and GeoLocation (the latter is a paid-for API that charges per request). Only use what you need.



2 Each API has extensive documentation. It's well worth studying this in detail when you first use a new API, as you may save yourself headaches in the long run.



3 Google has a dedicated Google Groups forum for many of its APIs, such as the AdWords one. If you need help or advice, this is the best place to start.

Embed a YouTube video on your site

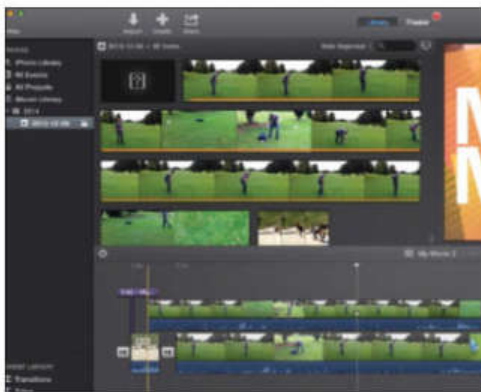
Upload your content and share it via your site

Over the past few years there's been an explosion of video content on the web as broadband speeds have improved and smartphones have put decent video cameras in the hands of everyone. YouTube, bought by Google in 2006, is the world's most popular video sharing platform, hosting millions of videos ranging from funny you've-been-framed clips to video blogs.

Video is an incredibly engaging way to interact with your website visitors. In this tutorial we'll show you how to upload a video to YouTube and embed it directly on your website, allowing you to leverage your content without having to worry about how to host and deliver video effectively.

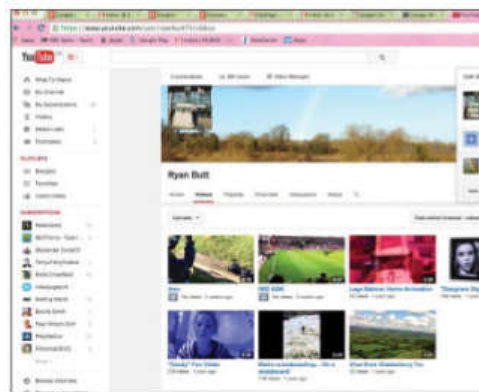


YouTube | Upload a video and embed it in a page



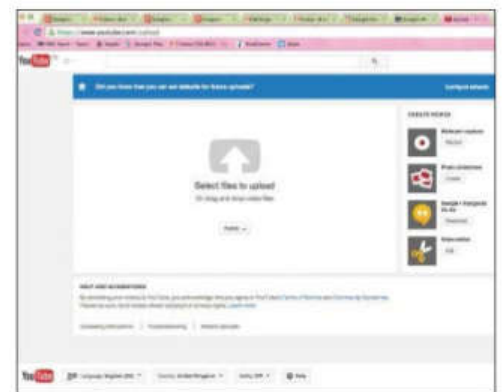
1: Create your video

Keep your video under ten minutes long (the starting limit for YouTube video until you're an established content provider) and have encoded it in a web-friendly format such as H.264.



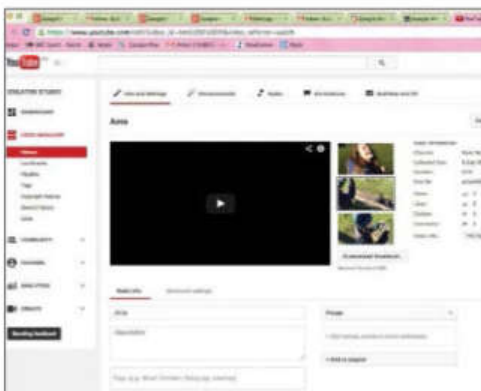
2: Sign into YouTube

Sign in using either your Google account or an old YouTube one (in which case Google may prompt you to join your accounts). Once logged in, click on the Upload link at the top of the page.



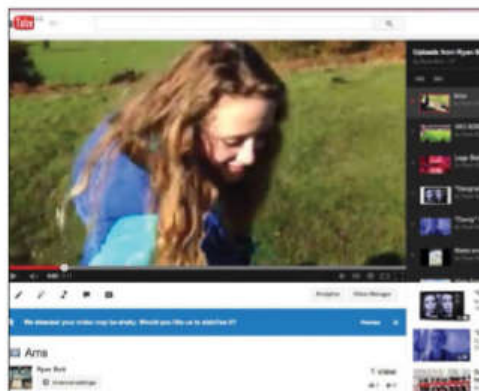
3: Upload

Upload your video using the YouTube uploader. As it's uploading, you can assign characteristics to the video, including your choice of still poster image to represent it before the play button is pressed.



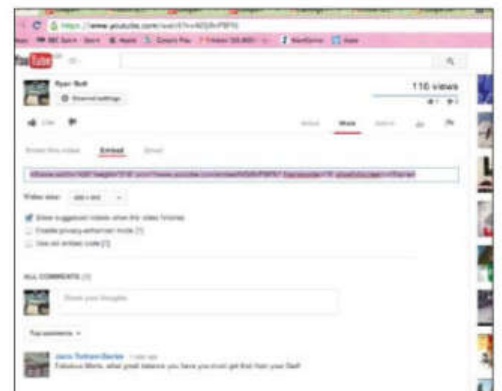
4: Tag and describe

This is important if you want users to find your video on YouTube itself, but less so if you're primarily interested in showing it on your website. At least make sure you've given the video a title.



5: Preview

Preview your video on YouTube to ensure it plays correctly and hasn't developed any artefacts during encoding. Note that YouTube will re-encode your video if it's not in the service's preferred format.



6: Embed the video

To embed a YouTube video, just click on the embed link when viewing it and copy and paste the code into your site's source code. To adjust the way the video displays, use the YouTube embed tool first.

Manage sites with Webmaster Tools

Tell Google about your website by using Webmaster Tools

Google's Webmaster Tools offers a series of useful services for web developers and site owners to help manage search engine results, optimise websites and identify any issues. At its core, Webmaster Tools is a simple method for alerting Google to your website and any changes that have happened. You can do this by uploading

an XML sitemap – a simple text-based document that allows you to let Google know which documents/pages exist on your website, when they were last altered, and the relative importance of each. This is used by Google's search spiders to help index your website ready for search results, but is a useful way of prioritising particular pages.

You'll also get a suite of reporting options that allow you to examine which keywords your site is performing well for (to get a fuller picture, consider using Google Analytics – go to page 180), see who's linking to your site and identify any issues with your content. In this tutorial we'll show you how to set up Webmaster Tools for your website.



Webmaster Tools

Add your site to manage its data on Google



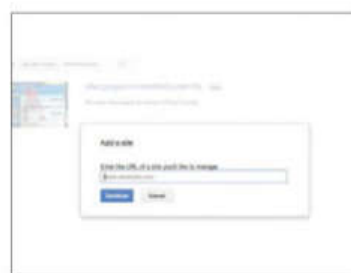
1: Sign up or sign in

To use Webmaster Tools you'll need to log in using your existing account (or sign up for one). Start by visiting www.google.com/webmasters and clicking on the Sign In To Webmaster Tools button. If you don't already have an account, you'll be able to create one at this point.



2: Site view

Once signed in, you'll see a list of any websites you've previously added to Webmaster Tools. We're going to add a new site to the service, so click the 'Add a Site' button on the right-hand side of the page, but remember this view – you'll want to return to it when you're all set up!



3: Enter the domain

Adding a site is simple. Just enter its web address and Google will pick up all the details automatically. Note that if you have multiple domains pointing to the same site (for instance, yourdomain.com and yourdomain.co.uk), there's no need to repeat this process for each one.

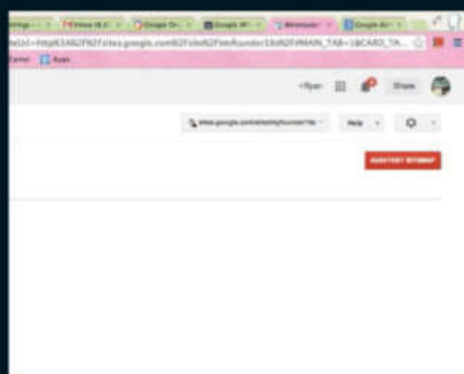


4: Verify your site

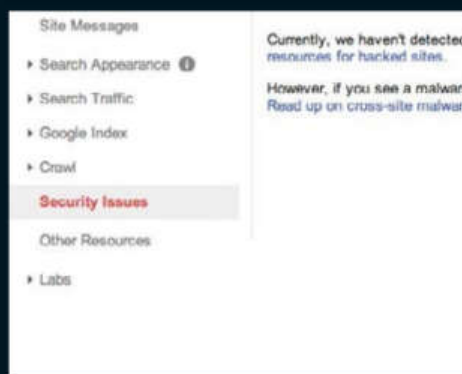
Google requires that you verify your ability to manage the website. There are several ways to do this, but the most common two are to either upload a specific HTML file that Google provides, or to add a meta tag to your site code. Complete verification and you're all set up!

Optimising sites with Webmaster Tools

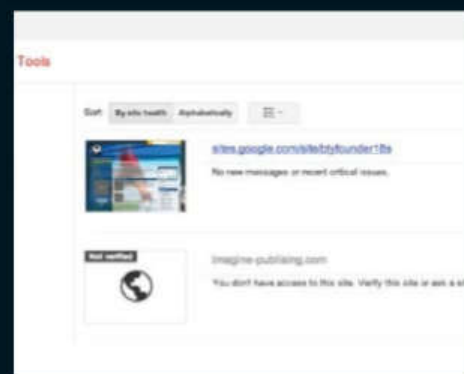
Get the most from Webmaster Tools with these tips



1 When you change the structure of your site, you can let Google know by uploading a new XML sitemap. This enables the search engine spider to revisit your site and capture the new information.



2 When you're signed up to Webmaster Tools, Google will alert you to any issues with your website, such as hacking attacks, and give you the opportunity to resolve the problem before it affects your listings.



3 The very best way to ensure your website performs well in Google (and other search engines) is to make your site unique; your content should be your own, and not copy another website.

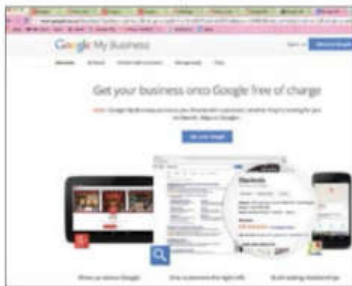
Add a Google Places listing for your site

A Places listing helps customers find your business

Google Places is a useful way to list your business in Google so that when a user runs a search that includes geographical terms, the results can be tailored for the locality. As well as improving the end-user experience, it provides webmasters with the opportunity to further promote their business with a set of additional information that wouldn't normally appear in standard search engine results. This can bring big rewards in customer acquisition. You can also choose to advertise using AdWords on a set of geographical criteria, allowing users to see locally relevant adverts alongside search engine results. In this tutorial we'll show you how to create a Google Places listing for your business and upload info to help potential customers locate and identify your business.

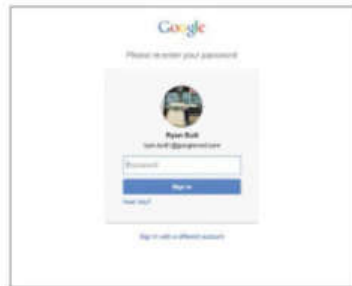


Places | Add a Places listing for your business



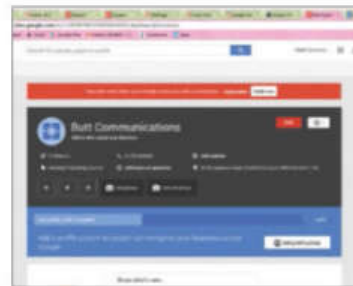
1: Browse places

Start by pointing your web browser towards www.google.com/places, where you can find out more about the service and also sign up.



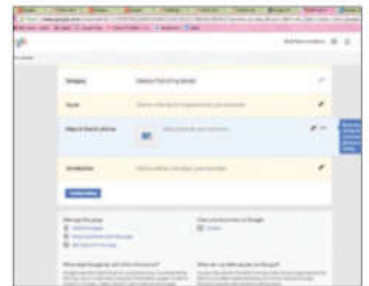
2: Sign in

Sign into your Google account, or create a new one for your business (useful if you're going to be sharing access with other employees).



3: Your places

Google will show you all your current Places listings. Click on 'Add business' (or 'Add another business') to create your new listing.

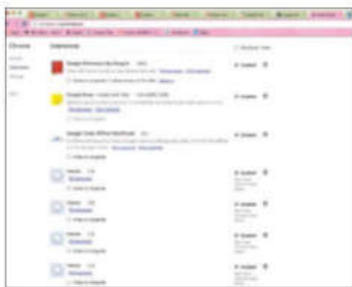


4: Complete the info

This is a long form, with the option to add business details, photos, opening hours and videos. Complete all relevant fields, then submit!



Chrome | Extend Chrome for use as a development tool



1: Enable plug-ins

Google's Chrome browser supports plug-ins. To see which ones you have installed, enter <chrome://extensions> in your browser.



2: Install extensions

Go to <https://chrome.google.com/webstore/> for a useful library of extensions to choose from. Use the Extensions section to find plug-ins.



3: Go developer

The developer category within the Extensions section contains all the web developer tools, including some handy ones from Google itself.



4: Install at will

To install an extension, just click 'Add to Chrome'. You can disable and uninstall plug-ins by returning to the <chrome://extensions> page.

Add Picasa albums to a site

Share your photos stored in Picasa directly on your website

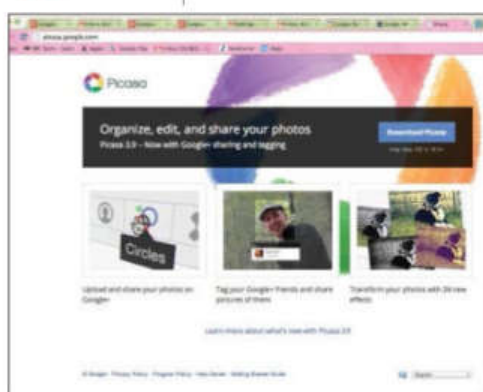
Picasa is a great desktop application and cloud-based storage solution for all your photos. As well as the ability to edit photos (including adding special effects) inside the free desktop client, you can share albums online with friends and family by creating a Picasa Web Album.

This latter feature is potentially very useful for web designers and developers because the Google ecosystem offers an API that allows you to grab the contents of your Web Album and use them (via some clever JavaScript) to pull the data and images into your own pages, displaying a gallery on your

website that's customisable to suit your design. The setup isn't as simple as using an embed link, but thankfully there's a Google Code-hosted project that offers all the integration packaged into a handy script, so all you need to do is download and install the script onto your site.

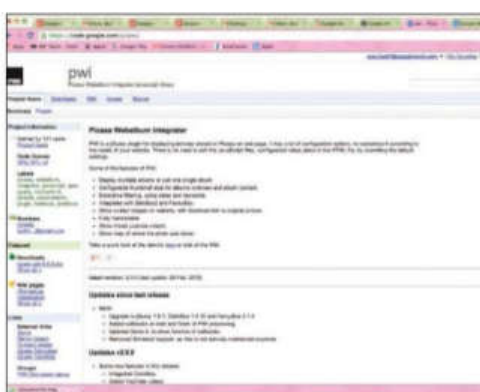
Once you've got this set up, you can simply publish additional images to your Picasa Web Album and they'll automatically populate onto your website, making it easy to keep your site up to date with fresh images, without the need to edit your site HTML directly. Read on to find out how to do it!

Picasa Create and share a photo gallery online



1: Create a Web Album

In the Picasa application, publish a set of photos to a Web Album as you normally would if you wanted to share with friends. You'll use this album via a Google API to insert the images into your website.



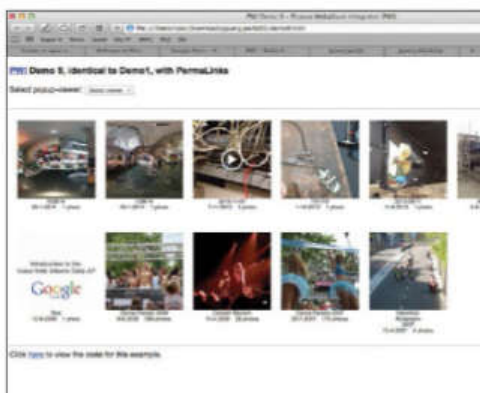
2: Grab the code

Visit code.google.com/p/pwi/ and grab the code provided. This jQuery plug-in grabs your Picasa Web Album and inserts it into your page, but you'll need to configure it first.



3: Customise the file

Open the JavaScript file and insert your Picasa Web Album's username on the line that reads `YOUR_USER_NAME_HERE`. Note that this is not your Google username, but your Web Album's!



4: Add some HTML

Finally, add a simple bit of HTML to your page – `<div id="container"></div>` – and include the JavaScript on your page, making sure jQuery is included too. Upload it all to your server, and test!

Tuning Google Chrome to work more effectively

Configure Chrome to work better for you



1 To keep Chrome at its best, ensure you regularly check your extensions are up to date and remove any you no longer need. Go to chrome://extensions to do so.



2 Go to chrome://settings to control basic settings. For instance, you can set the homepage and whether Chrome will remember the last page(s) when reopened.



3 Go cutting edge by downloading the latest developer version of Chrome – search for "Chrome developer release". The current version introduces touch support.

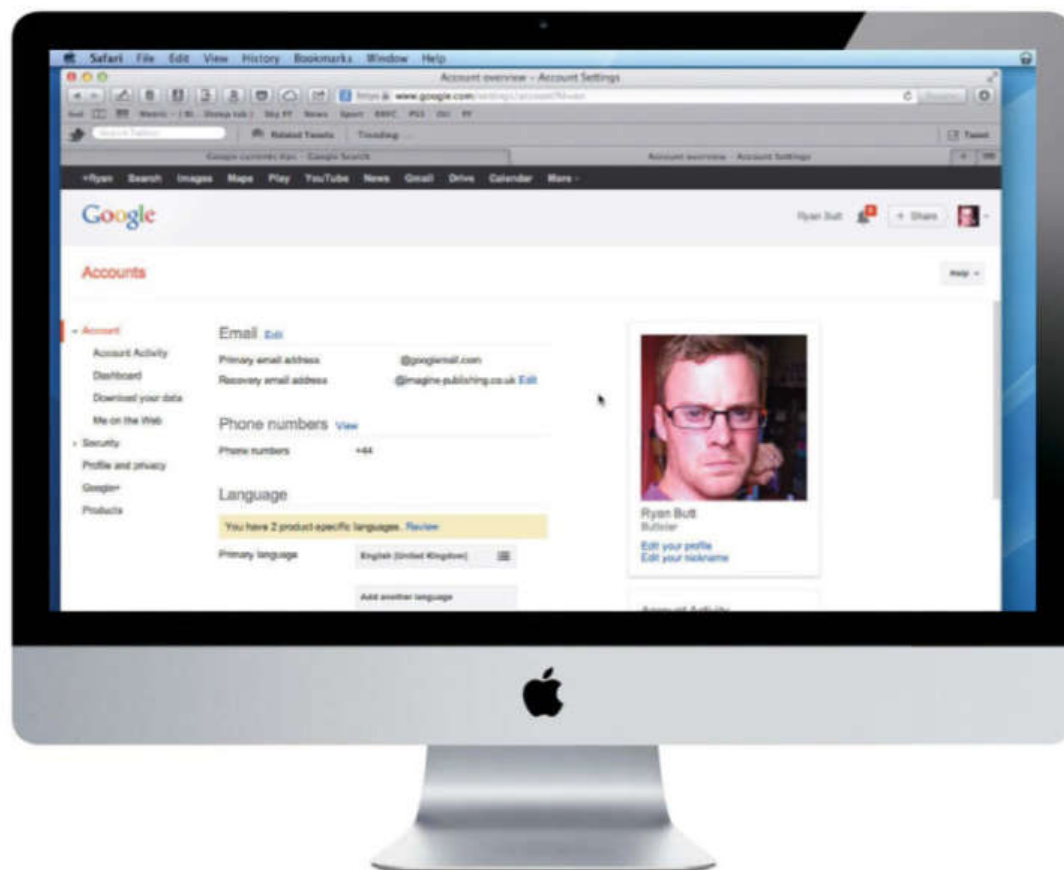
Management

Your Google Accounts screen lets you control all aspects of Google through one dashboard

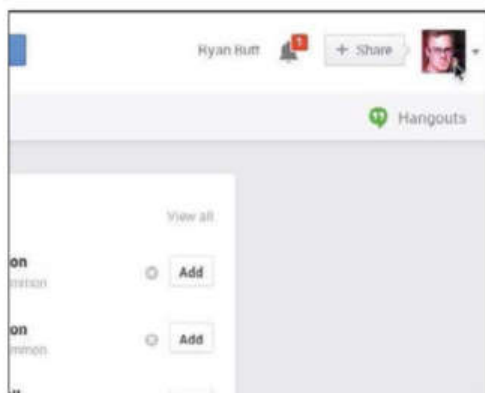
Over the course of this book we have discovered how Google offers an email service, an online shopping centre, a social network, a cloud storage system, a picture editor and more, all accessible via one main account. And as there is so much to control across your account, you can access one main control terminal and manage everything in one fell swoop. You can access your Accounts screen at any time simply by clicking on your profile picture in the top-right corner of any Google service interface. This will bring up a menu in which you will see an Account link that you can click on.

Your Accounts screen consists of a main screen – where you can manage aspects of your general Google account, such as your email address, phone numbers, language, nickname, profile picture etc – and a column of options on the left-hand side. From here you can monitor your account activity, download all of your data and access the Dashboard, from which you can access all of your other Google services and then manage and edit all of the settings applied to them.

In the following pages we will be taking a look at your various account settings in greater detail, to help you get to know your account inside out.

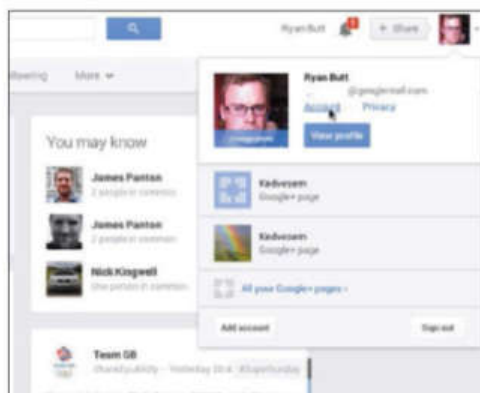


Accounts | Access your main Accounts screen



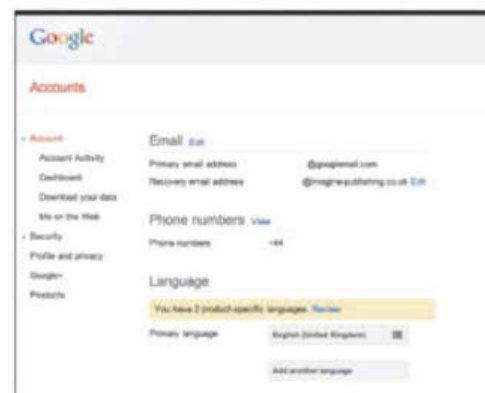
1: Click on pic

As long as you are logged into a Google account, whichever Google service you are currently using will display your profile picture in the top-right corner of the screen. Click on this profile picture.



2: Click on Account

This will bring up a menu from which you can view your full profile, see all of your pages and click on a couple of links, one of which is called Account. Click on that to go to your main Accounts screen.



3: Your Accounts screen

Your main Accounts screen will allow you to review and edit various general aspects of your Google account. A column on the left-hand side of the screen will list many more options to explore.

Get Account Activity Reports

An overview of your account activity emailed to you every month

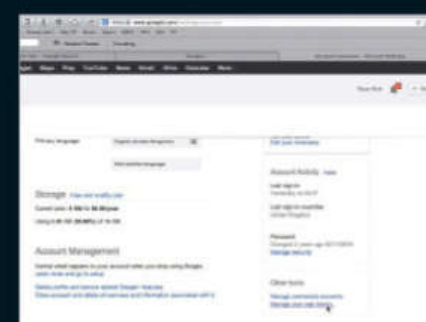
Google Account Activity Reports give you a monthly summary of all of your account activity across many Google services. With these Account Activity Reports you can learn what's going on in your account – such as how many emails you have sent and received, how often you have searched on Google, from which countries and locations you have logged in and how often all of your uploaded YouTube videos have been viewed. Every month, the Account Activity Report will collect and summarise data across your Google account, but any data that you delete, such as your web history,

will have no impact on issued reports. This service is free to sign up to and it offers an eye-opening overview of your account activity and easily lets you trace if your account has been accessed from other computers. As this service deals with sensitive personal data, you will probably be asked to verify your password when signing up to it, but then you can sit back and look forward to receiving monthly updates delivered straight to your Gmail account.

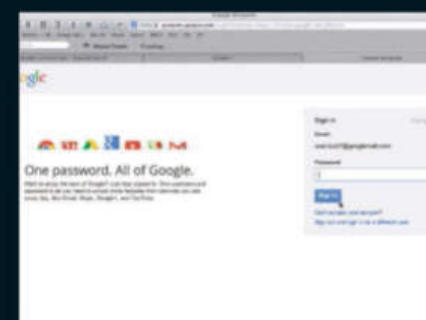
In this tutorial we will guide you through the process of signing up for monthly Google Account Activity Reports.

Managing your Google account web history

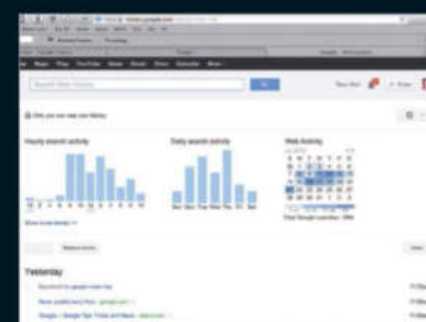
See what you have been searching for on Google



1 On your main Accounts screen, scroll down and under the Account Activity' section on the right is one called Other Tools. Click on 'Manage your web history'.

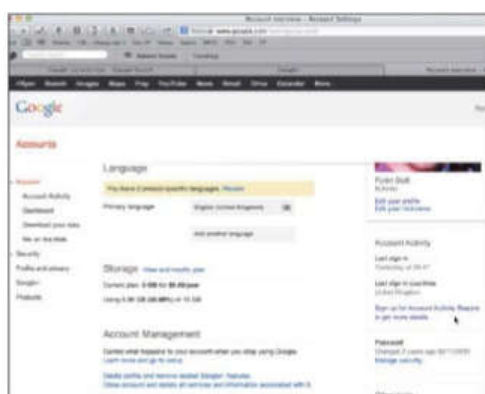


2 As this option requires scrutiny of sensitive personal data, you'll have to sign into your Google account first. Enter your password into the space provided.



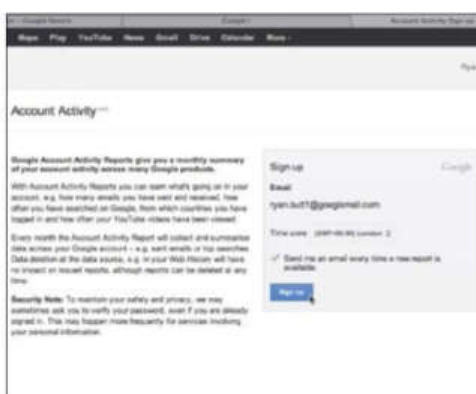
3 You'll see your Web History screen, listing all your search history as well as showing activity graphs. Access the various services from the column on the left.

Accounts | Receive an Account Activity Report



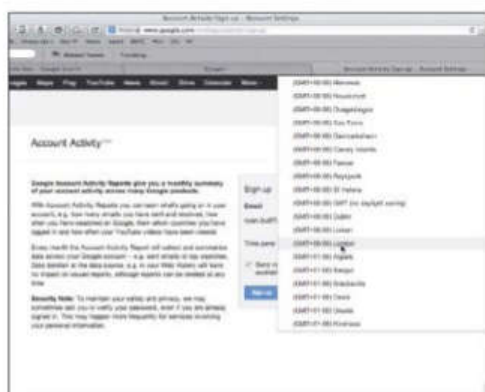
1: Go to Account Activity

From your main Google Accounts page, scroll down and on the right side will be a small section called Account Activity – not to be confused with the identically named link in the left-hand column.



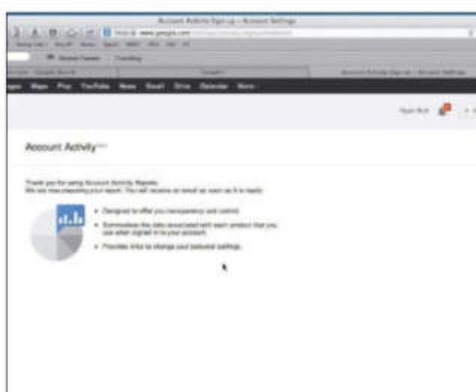
2: Click on link

Within this section will be a linked entitled 'Sign up for Account Activity Reports'. Click on this link and you will be taken through to a screen detailing exactly what this entails.



3: Sign up

In the 'Sign up' box on the right-hand side of the screen will be the email address at which you are to receive the report, a time zone and checkbox. Set your options and then click on 'Sign up'.



4: Wait and see

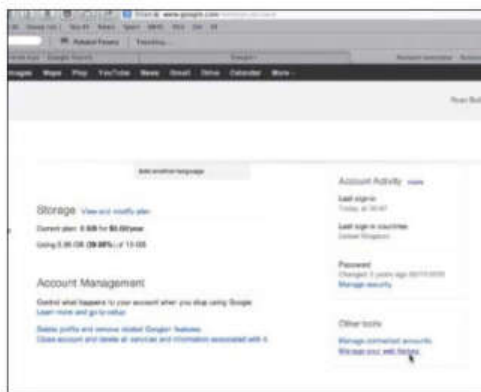
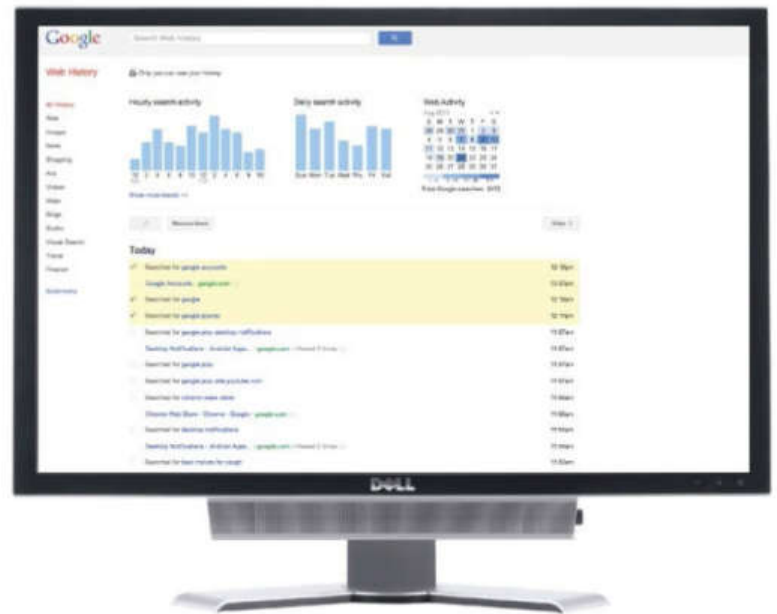
After signing up, you will be taken through to a generic 'thank you' screen that outlines some of the benefits of the service and informs you that your report is currently being prepared.

Cover your tracks on Google

Learn to delete items from your search history

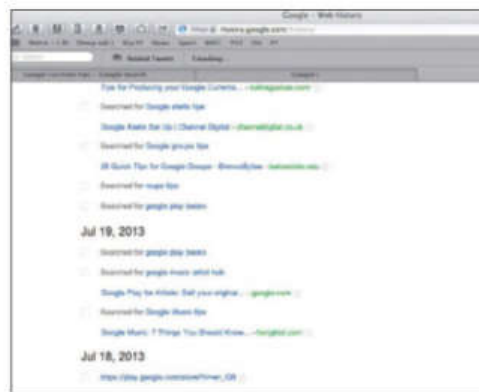
As Google is used so widely for so many different purposes, we all leave deep footprints within our account activity. But what if you are planning a surprise for someone and don't want to have that surprise scuppered by the intended recipient accidentally stumbling across your Google search history? Fret not because within the Web History section of your Google account, you can scroll through your entire search history and, if you should so wish, delete certain items from the list so that there is no danger of them being seen by someone you don't want to see them. In the following tutorial we will guide you through the process.

Accounts | Clear your search history



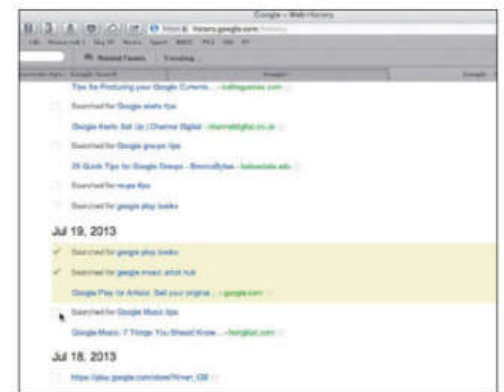
1: Go to Web History

From your main Google Accounts screen, scroll down to the Other Tools section on the right and then click on 'Manage your web history'. Then sign into your main Google account to access it.



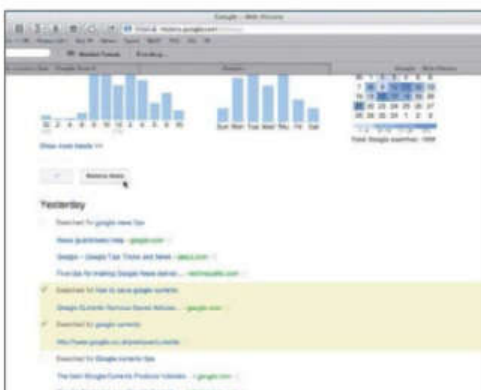
2: Browse search history

Scroll down your main Web History screen and all of your searches will be listed. To go further back in time, click on the Older button in the lower-right corner of the screen.



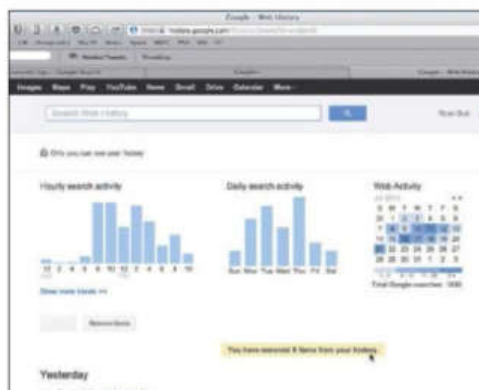
3: Select items

As you browse through your web history list, you can put ticks in the boxes next to items you would like to remove. You can do this with as many items as you want, going however far back you want.



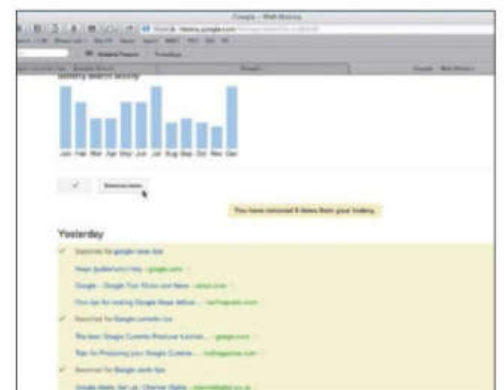
4: Remove items

Once you have made all of your selections (the link text will also turn yellow to make it easier to see what you have selected), scroll back up and then click on the 'Remove items' button.



5: Get notified

After removing the items, a small on-screen notification will tell you how many items have been deleted from your search history. You can continue to browse and delete items should you wish.



6: Clear all

If you want to be extra safe in covering your tracks, scroll to the top of the Web History screen and click on the larger checkbox. This will highlight all of your items. Click 'Remove items' to delete everything.

Manage your privacy settings

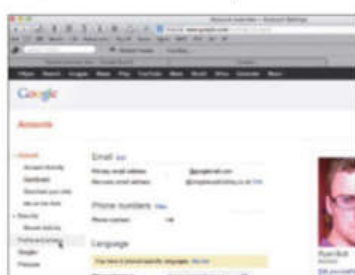
Tighten up your online security across all Google products

You'll need to guard your privacy online, otherwise you may find your details are passed around like a parcel at a party and all kinds of people are privy to your personal information. Fortunately, Google has a comprehensive section in place where you can review and manage all your profile and privacy settings across the entire range

of Google products. You can access this from your Accounts screen by clicking on the 'Profile and privacy' link in the left-hand column and, once in, scroll down and review and change your settings. These settings include how much of your personal information is on public display, who you share content with online, and much more besides. If

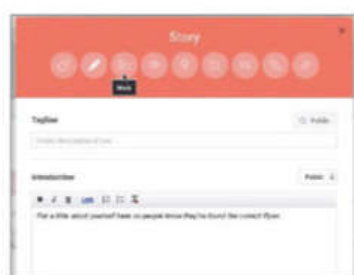
you want to learn more about the various privacy settings for the Google products then you can scroll down to the bottom of the main 'Profile and privacy' page and choose to visit the Privacy Centre, where everything will be explained to help you understand and manage your settings more effectively.

Accounts | How to manage and change your settings



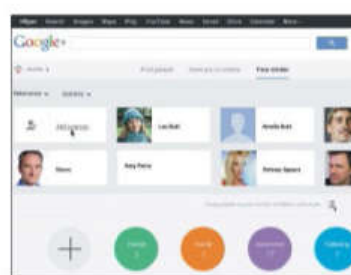
1: Profile and privacy page

From your main Accounts screen, under the 'Security' section in the left-hand column you will see a link called 'Profile and privacy'. Click on this to be taken through to a screen that allows you to manage your privacy settings across all of your Google services.



2: Edit profile info

Under Google Profiles is the option to 'Edit visibility on profile'. Click on this and a floating window will appear in which you can cycle through the options listed along the top and edit details of your work, education, places, contact info etc, as well as who is privy to this information.



3: Manage your circles

Circles are groups of people with whom you share content. The names of your circles and who you add to them are visible only to you, but you can set whether the list of the people in them is visible in your public profile. Click 'Manage circles' and organise your contacts accordingly.

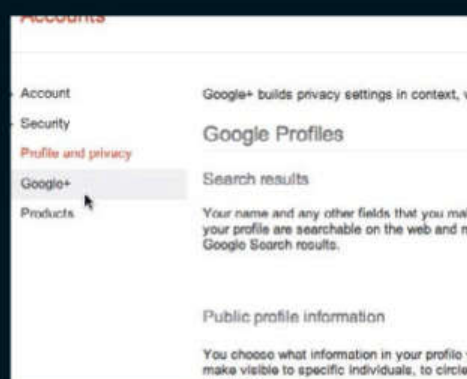


4: Google+ settings

If you use Google+ regularly, it is worth clicking on the 'Google+' link in the left column and reviewing your settings. For example, by default the option to allow your circles to be able to download your photos is ticked, so you may wish to address this and various other privacy settings here.

Buying more online storage

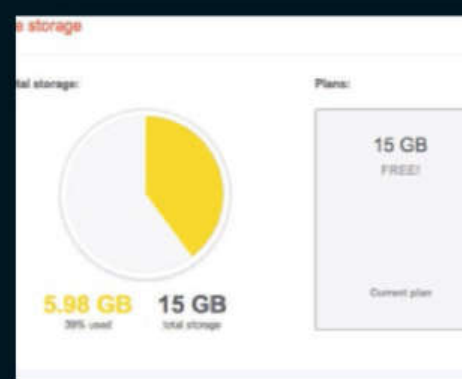
Need more than 15GB to upload your photos? Read on...



1 You are given 15GB of free online storage with every Google account, but if you require more then click on the Google+ link in the left-hand column and then scroll down to the Photos section.



2 Here you will see how just much of your storage allocation is being used. If you are close to your limit, click on the 'Buy more storage' link just beneath the 'Upload my photos at full size' option.



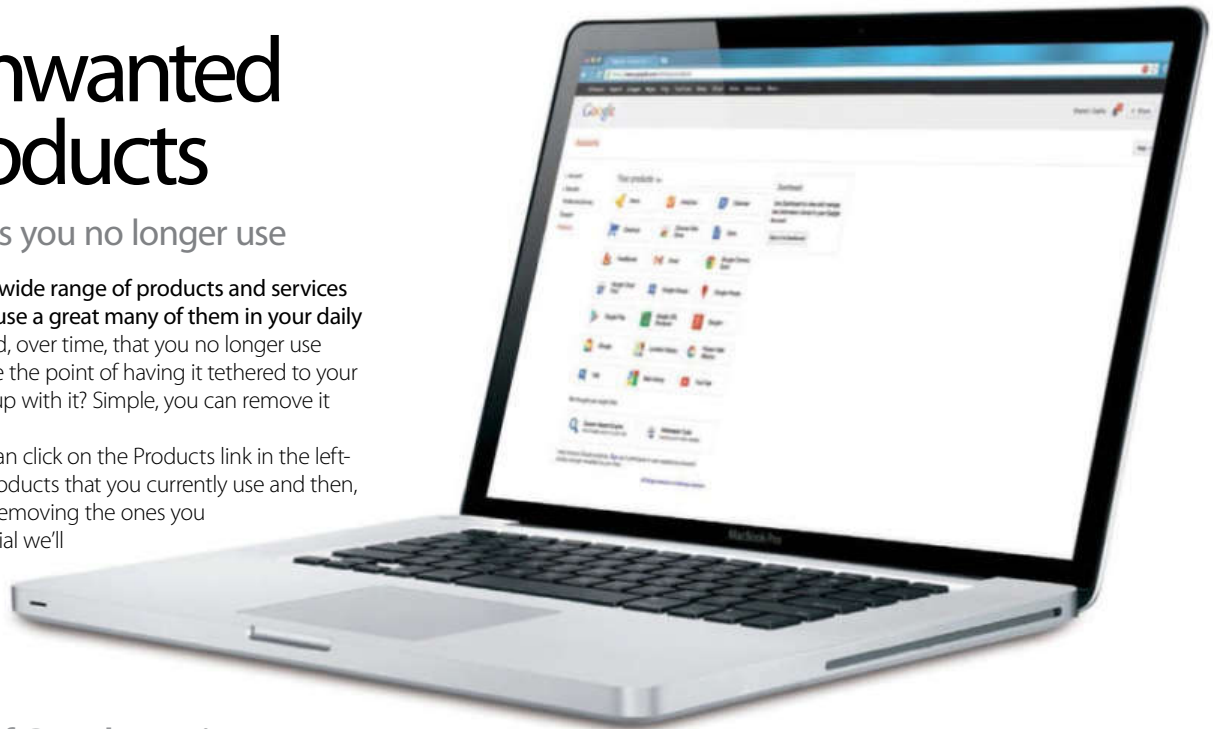
3 You will now be shown several upgrade price plans that offer a significant hike in online storage space for a monthly charge. Click on the option that best suits your needs and then you'll be able to set it up.

Remove unwanted Google products

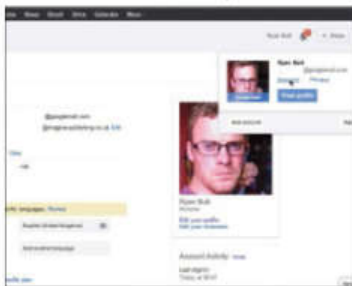
Get rid of Google services you no longer use

As we have explored, Google offers a wide range of products and services and the chances are that you already use a great many of them in your daily work and social life. But what if you find, over time, that you no longer use one particular service and no longer see the point of having it tethered to your account and your personal details tied up with it? Simple, you can remove it from your portfolio.

While at your Accounts screen, you can click on the Products link in the left-hand column to list all of the Google products that you currently use and then, from there, click on an Edit link to start removing the ones you no longer require. In the following tutorial we'll guide you through the process.



Accounts | Get rid of Google services



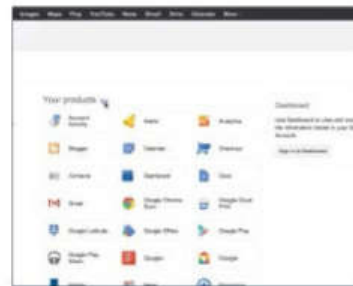
1: Sign into your account

Ensure that you are signed into your Google account and then access your Accounts screen by clicking on your profile picture in the top-right corner.



2: Click on Products

At your Accounts screen, cast your eyes over to the column on the left-hand side of the page and then click on the Products link.



3: Edit products

All of the Google products that you currently use will be listed. To start removing products, click on the Edit link at the top of the page.



4: Remove products

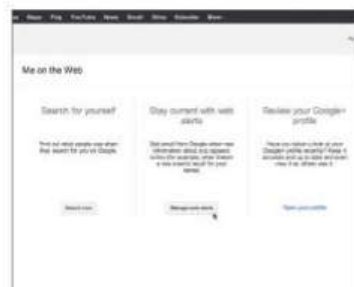
On the new page, you will be able to click on the Remove link that corresponds with the service that you no longer require. Click on this.

Accounts | Get alerted when you're being mentioned



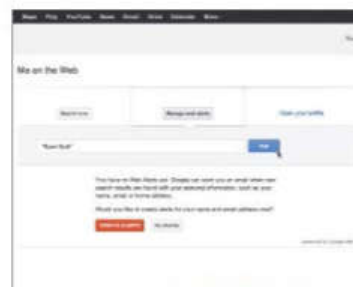
1: Go to 'Me on the web'

From your main Accounts screen, click on the arrow to next to Account in the left-hand column and click on 'Me on the web'.



2: Manage web alerts

On the next screen you will be presented with three options. Look at 'Stay current with web alerts' and then click on 'Manage web alerts'.



3: Enter search criteria

Enter keywords, such as your name, into the field provided, but make sure that you surround it with quote marks to ensure an exact match.



4: Click to add

Once you've entered keywords, click on the Add button and then you can set the frequency of your alerts and an email address to forward them to.

Close down your account

Tired of Google? Shut it all down and walk away

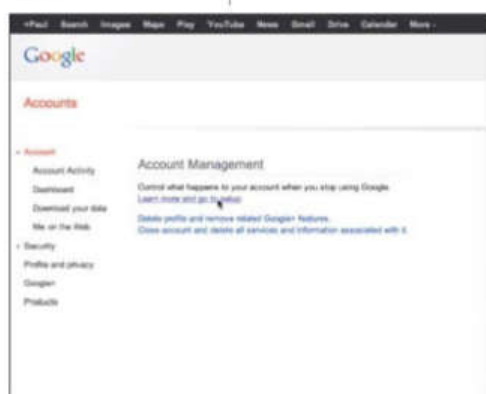
There may come a time when you wish to close a particular Google account and erase all data associated with it. It could be that you set up a work account that you no longer use or have set up an account for somebody else who, for whatever reason, no longer requires it. In which case it makes sense to close it down.

Fortunately, this is a quick and easy process and there are numerous ways to go about doing it, although the most direct way is via the respective account holder's main Accounts screen. From here, you can scroll down to a section called

Account Management and see various links listed underneath. Here you can control what happens to your account when you stop using Google by clicking on the 'Learn more and go to setup'. The two other links allow you to delete information from your account and they include 'Delete profile and remove related Google+ features' and 'Close account and delete all services and information associated with it'.

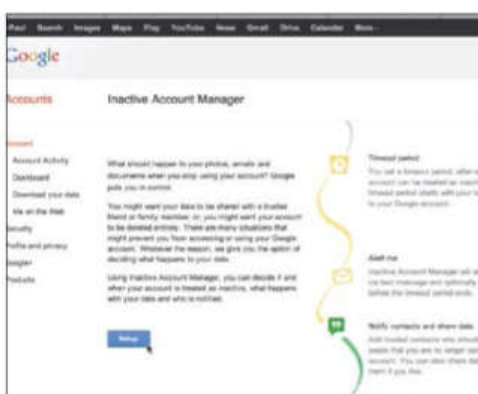
In this tutorial we'll explain what these features mean, as well as show you how to permanently remove a Google account.

Accounts | Permanently delete a Google account



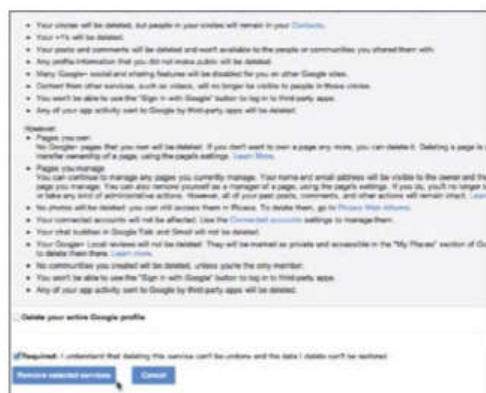
1: Go to Accounts screen

On the account you wish to remove, go to the main Accounts screen and then scroll down to Account Management. Start off by clicking on 'Learn more and go to setup' to find out more about this feature.



2: Set up inactivity

On this screen you set your account up so that after a prolonged period of inactivity your account will be treated as inactive and you can decide what happens to all of your information and content.



3: Deleting an account

Click 'Delete profile and remove related Google+ features' and you can opt to delete only Google+ content or your entire profile. Tick the relevant box and then click 'Remove selected services'.



4: Closing an account

Click on the 'Close account and delete all services and information associated with it' link and then you will be able to close an entire Google account and remove all information in one go.

Erasing your mobile account information

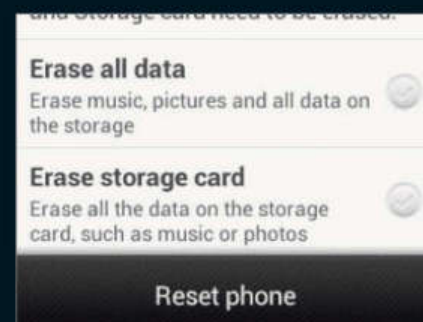
Wipe a Google account from your Android phone



1 To remove a Google account from a mobile, the surest method is to perform a Factory Data Reset. Start off by accessing your Android device's Settings app.



2 In Settings, scroll down to Storage and tap it, then scroll the list of options until you come to 'Factory data reset' at the bottom of the list. Tap on this option.



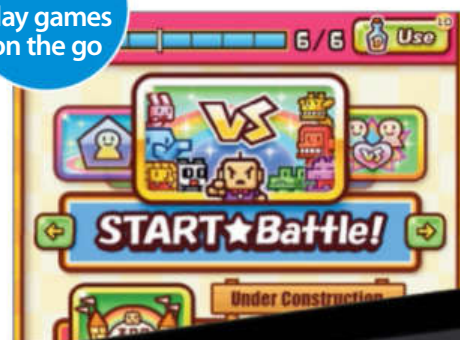
3 This wipes all data, including that for your Google account, and restores the phone to the state it was in when you bought it. Tap 'Reset phone' to finish.

Lifestyle Tricks

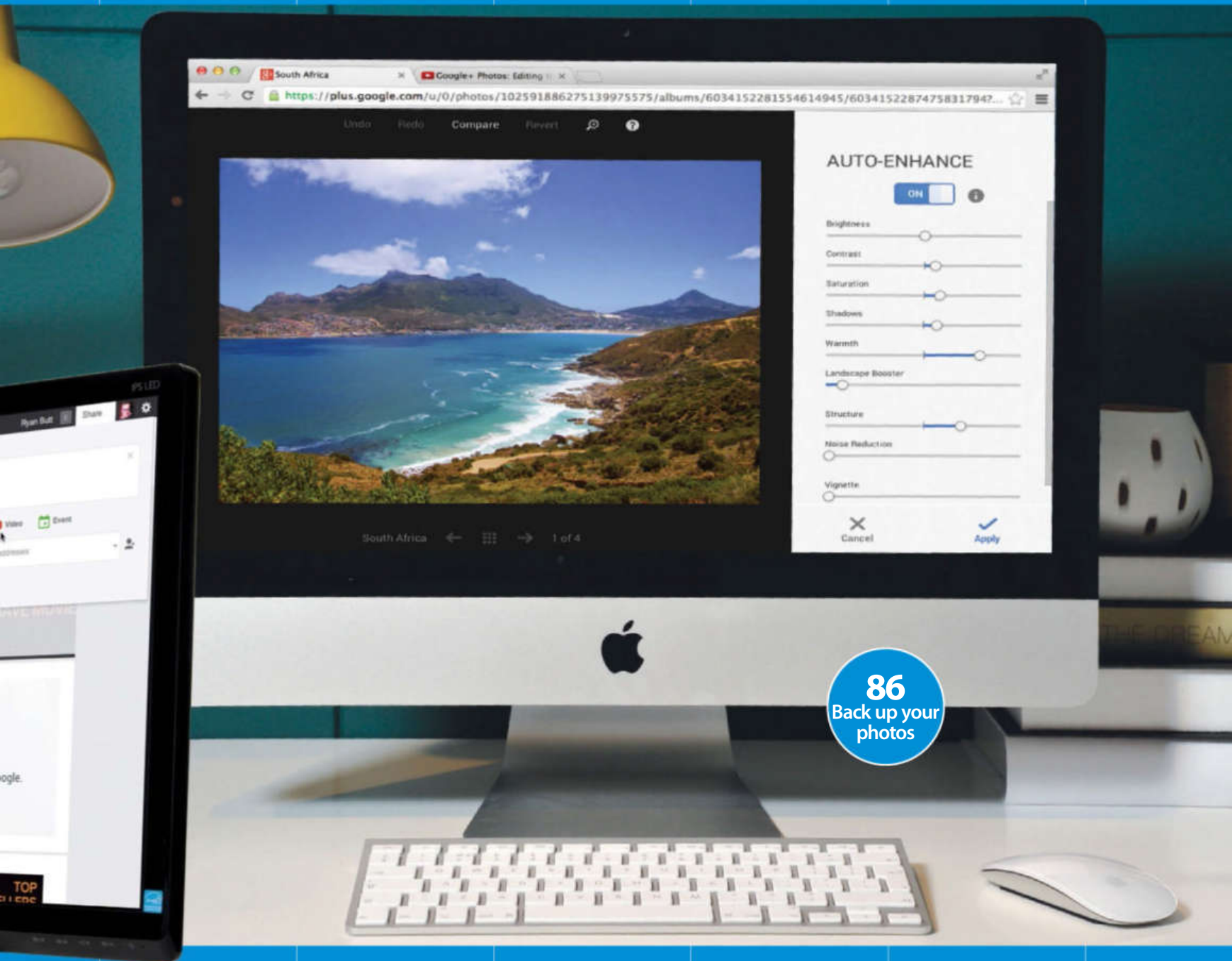
Find out how to live life the Google way, and discover some of its best secrets

- 80** Organise your mail with Gmail's new tabs
- 82** Link multiple email accounts together through Gmail
- 84** Use the Google+ Share button from any Google service
- 86** Back up your photos to Google+
- 88** Start a Google Hangout on your phone or tablet
- 90** Upload your own videos to YouTube
- 92** Subscribe to your favourite YouTube channels
- 94** Find exactly what you want in Google Play
- 96** Sell your music through Google Play's Artist Hub
- 98** Listen to your music anywhere by uploading it to Play Music
- 100** Listen anywhere with Play Music All Access
- 102** Search through and take notes in Play Books
- 104** Play against your friends in a multiplayer game
- 106** Set up and start using Google Chromecast
- 108** Set up Google Wallet in order to pay for purchases
- 110** Use the Google Search app to go shopping
- 112** Save money by using Google Offers
- 114** Arrange a personalised Google News feed
- 116** Searching for content using the Google News Archive
- 118** Set up your own community with Google Groups
- 120** Get content you're interested in emailed via Google Alerts
- 122** Familiarise yourself with the new Google Maps
- 124** Create a custom map with Google Maps
- 126** Take a tour of famous places using Google Earth
- 128** See where the MSL Curiosity Rover is on Mars
- 130** Stargaze into the future using Google Sky Map

104
Play games
on the go



“Google organises your photos, puts your music in the cloud and shows you the entire world”

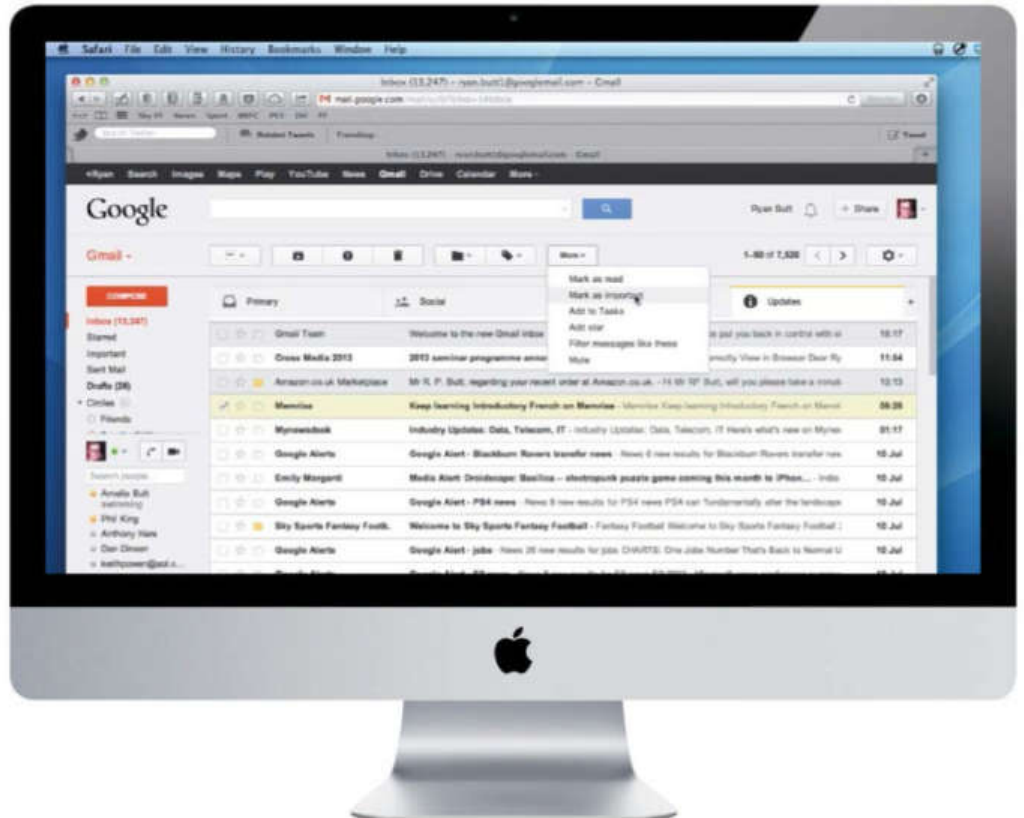


Organise your mail with Gmail's new tabs

Meet the new-look inbox, packed with features to help filter your messages

The Gmail service has undergone a major makeover of late – and we're impressed with the results. The most startling new feature revolves around tabs, though strangely this new addition isn't instantly apparent. To access it you have to open the Settings menu (via cog icon) – here you'll find the option to 'Configure inbox', which is where the magic happens.

You can add various categories of tabs to the top of your primary inbox and all the emails relating to these will be automatically filtered into their respective tabbed inbox, instantly de-cluttering your primary inbox. This makes it far easier to find certain emails and never miss the important ones. You can also move messages between tabs if you find something filed incorrectly and the system is intelligent enough to learn from its mistakes and perform better for you over time. If you operate mainly through your primary inbox, Gmail will notify you when you have new mail in the other tabbed categories. These notifications take the form of non-intrusive coloured boxes on the tabs. The new-look Gmail is also packed with plenty of other cool features to make labelling, managing and organising your emails easier than ever. We'll guide you through some of them here.



The new Gmail

Exploring your new-look Gmail inbox

Your tabs

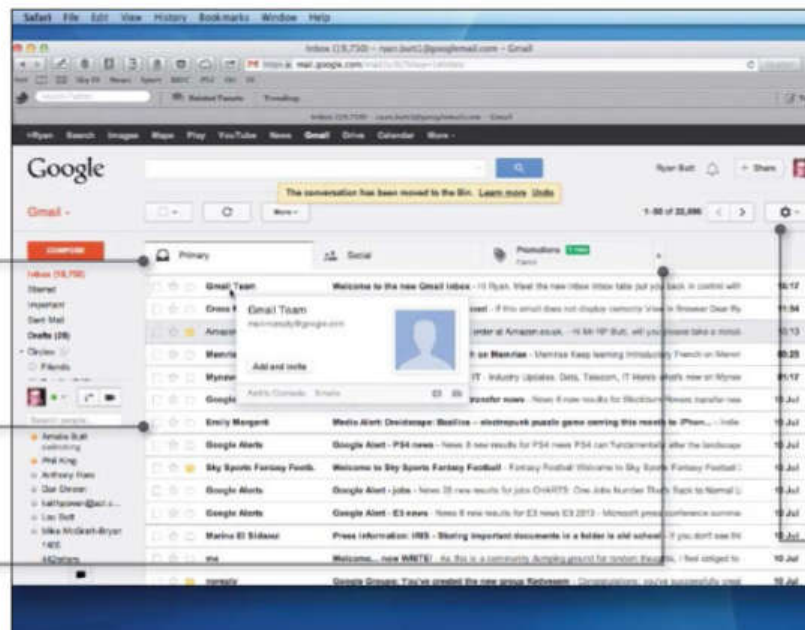
You can set up tabs by clicking on the Settings icon and then choosing the 'Configure inbox' option. Your emails will be divided up into sections, which you access with these tabs.

Message options

Click the checkbox next to any email and new options allow you to move the message, label it, delete it and more.

More tabs

Click on this '+' icon to bring up the inbox configuration screen, where you'll be able to add more tabs to your display.



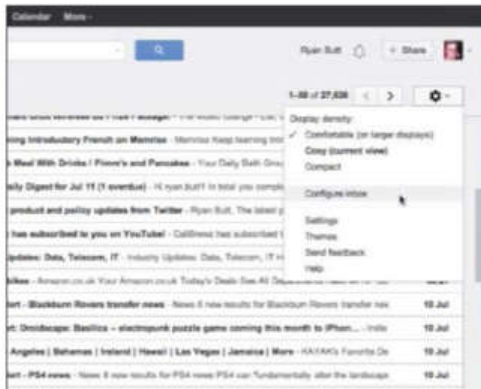
Adding themes

If you click on the cog icon in the top-right corner and then choose the Themes option, you'll be able to apply an attractive new theme to your inbox. There are plenty to choose from and they can really add some spice to your interface. You can also adjust further settings by using the links along the top of the window.

Your settings

Click on this icon to bring up options to change the display of your inbox, apply themes and configure your inbox to facilitate the tabs.

Gmail | Configure your inbox



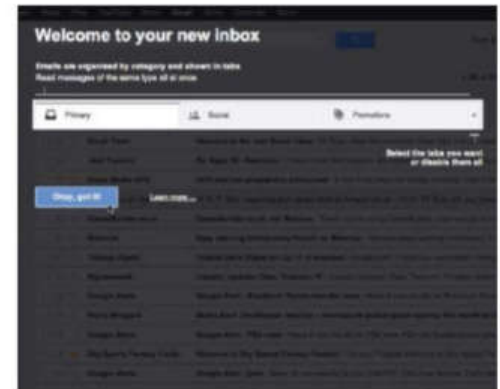
1: Go to Settings

In your new-look Gmail interface, click on the cog icon over to the right and in the menu you should see the option to 'Configure inbox' (which indicates that you have the latest version). Click on this.



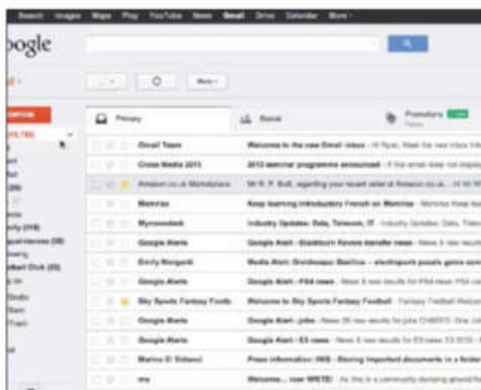
2: Set up your tabs

From the floating window that appears, you can choose which tabs sit atop your inbox by clicking on each checkbox. You can also hover your mouse over each tab and get a brief overview of it.



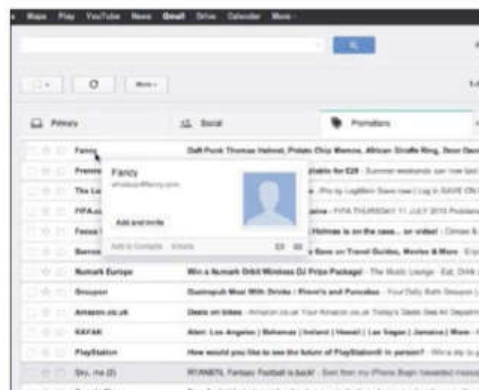
3: Explore your new inbox

When you are happy with the tab layout, click on Save and you will be welcomed to your new-look inbox and learn more about how your emails will be organised. Click on 'Okay, got it!' to proceed.



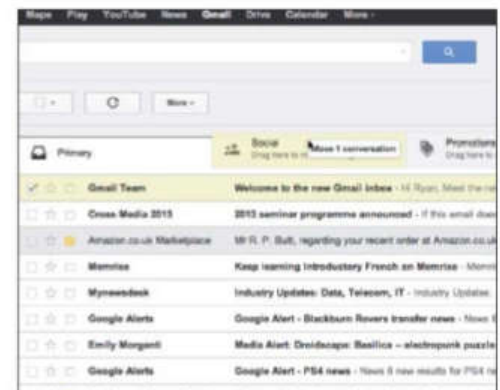
4: Using your tabs

Gmail will handily filter certain emails into their related tabbed section, instantly unclogging your primary inbox of all promotions, unfiltered junk and social-network-related emails.



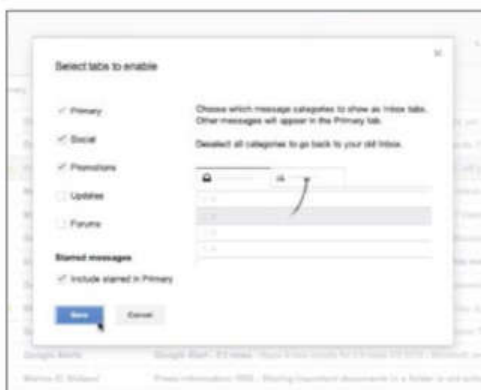
5: Notifications

Whenever a new message is filtered into one of your tabs, a little green notification will appear on top of the tab. Simply click on the tab in question and you'll be able to read your new message.



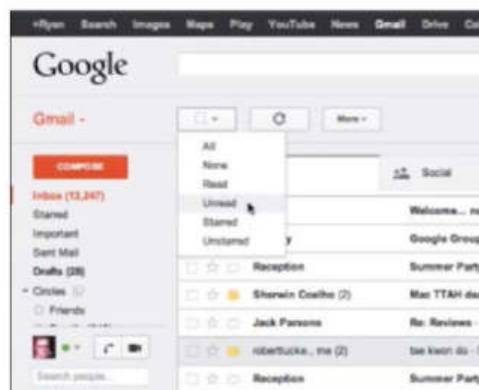
6: Move messages between tabs

If you have a message delivered to one tab that you're sure belongs in another, click and hold on it and then drag it from tab to tab. Alternatively, right-click on a message and then choose 'Move to tab'.



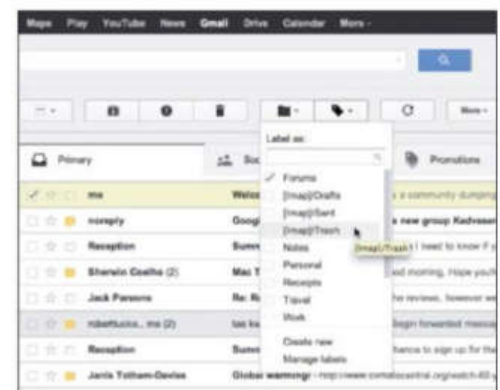
7: Get more tabs

If you wish to add extra tabs to your inbox then click on the '+' icon to the right of the last tab and you will be taken back to the setup screen. Simply place ticks in the boxes of the tabs you wish to add.



8: Quick filtering

If you want to further filter your emails then you can do this quickly and easily by clicking on the drop-down menu represented by the page icon and then select which emails you want to view.



9: Marking emails

You can mark your emails in a variety of ways. Click the ribbon to mark an email conversation as being important, click the star to mark the sender a VIP and click the square to choose another destination.

Link multiple email accounts together through Gmail

Discover how to get the most out of your Gmail settings and make your life that much easier

It's becoming increasingly rare for people to operate on just one email account. We all tend to have separate accounts for work and personal, and maybe more on the go as well. So how time-consuming is it to have to switch between accounts in order to check all of our inboxes? Mercifully, Gmail comes with the built-in option to link Gmail accounts together so that all of the new emails are streamed into one place, making it simple to check them on the fly and easy to reply to them from whichever email address you choose.

There is much more to Gmail than meets the eye too, because you can then really start to explore the main options available to you through the Settings screen (accessible by clicking on the cog icon in the top-right corner of the interface) and personalise your setup to make like as easy as possible. For example, you can also get emails easily forwarded to any account and set up an auto-reply message that is automatically emailed out if you are away from your desk or otherwise engaged. Use the tabs at the top of the Settings interface to navigate through sections and make sure you click on Save Changes at the bottom of the screen when you're happy with your alterations.



Your settings

Explore your Gmail settings to expand your possibilities

Settings tabs

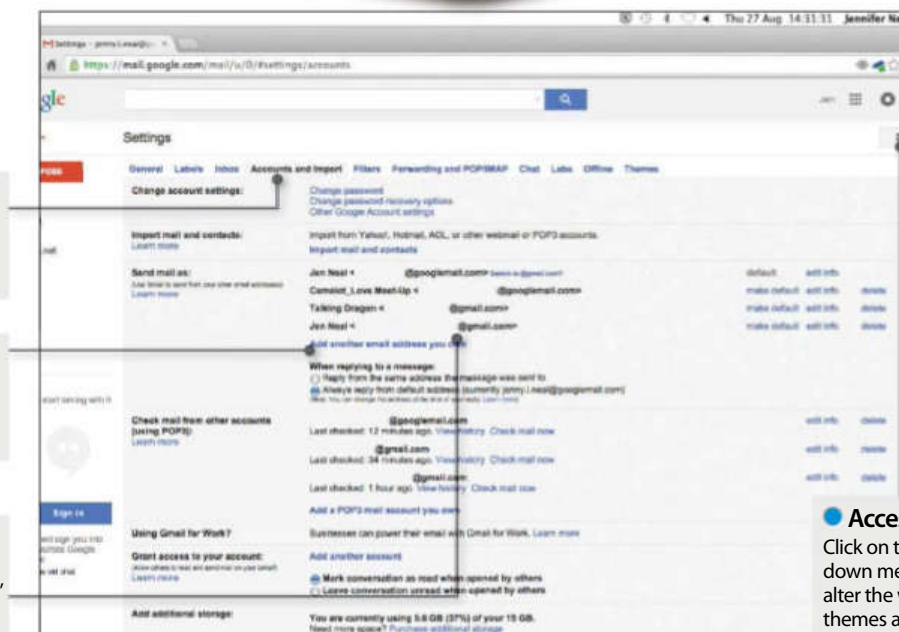
Tabs that apply to every aspect of your mail are here. Explore each section to see what options are available.

Adding accounts

You can link other email accounts to your main Gmail account via the Accounts tab and get all emails delivered to that.

Forwarding emails

Forward emails between linked accounts by clicking on 'Forwarding and POP/IMAP' and then 'Add a forwarding address'.



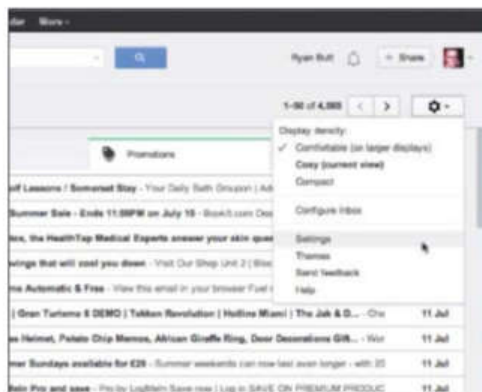
Themes

Clicking the cog icon in the top right also allows you to alter the display density of your emails and apply themes to your Gmail interface to make it more... you. Click on Themes in the list and you'll be able to scroll through selections of attractive themes. Choose one and see how your Gmail interface becomes instantly more eye-catching.

Accessing settings

Click on this cog icon to see a drop-down menu. From this menu you can alter the way Gmail is laid out, apply themes and access your Settings.

Gmail | Link your Gmail accounts together



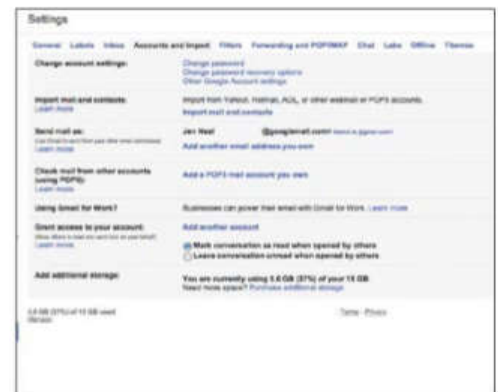
1: Go to Settings

From your main Gmail inbox screen, click on the cog icon drop-down menu in the top-right corner and then scroll down the list of available options and select Settings.



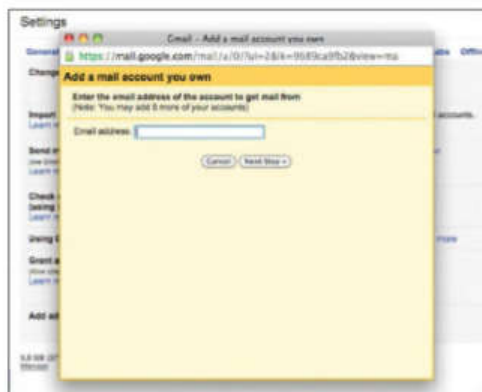
2: Explore your options

You'll be taken to the General Settings page. Start exploring the various options. For example, on this page you can disable Conversation View to stop messages getting bunched together.



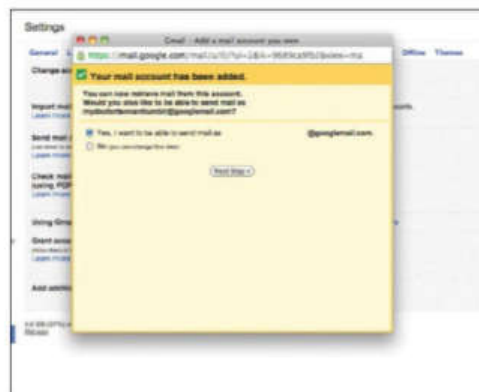
3: Adding another account

Click on the Accounts tab at the top of the settings screen and look at the section called 'Check email from other accounts'. Here you will see a link to 'Add a POP3 mail account to your own' – click on this.



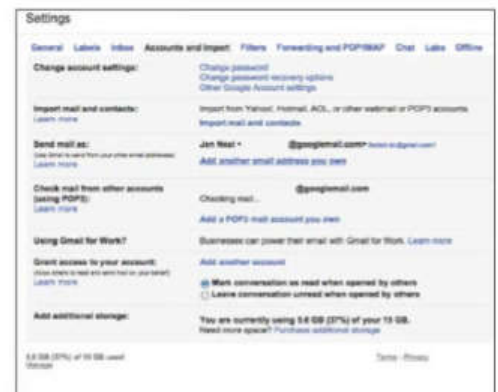
4: Enter new email address

In a new window, you will be prompted to enter the email address of the additional account. Once done, the next stage will involve supplying the password and reviewing the settings.



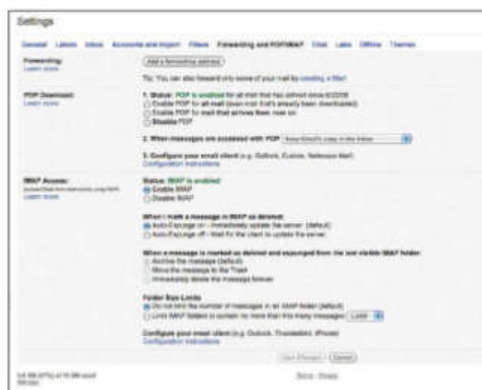
5: Account added

If the process has been successful and the two accounts are linked, you will be notified. You will also be asked if you wish to send mail as your secondary account. When done, click on Next Step.



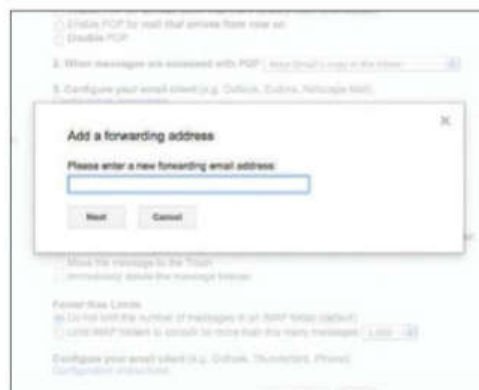
6: Changing senders

If you declined the option to be able to send mail from your main account from your secondary account, you can change it here later by clicking on 'Add another email address you own'.



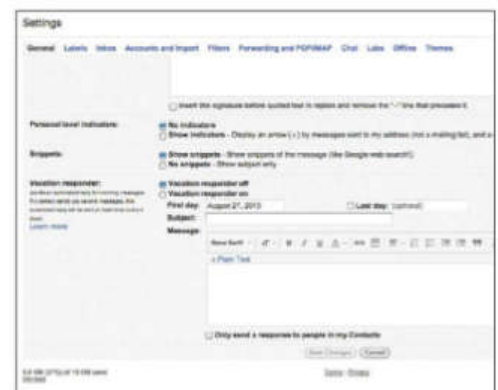
7: Forwarding emails

To start forwarding messages automatically between accounts, go to the Settings screen and click on 'Forwarding and POP/IMAP' at the top of the screen. Click on 'Add a forwarding address'.



8: Confirm address

Enter the forwarding email address and go through the confirmation process. A message will be sent to the forwarding address that will also need to be verified. Once done, the setup is complete.



9: AutoReply

To set up an Out of Office AutoReply, go to Settings and then scroll down to the bottom of the General section. Here you can activate the feature and type in a message to be sent in your absence.

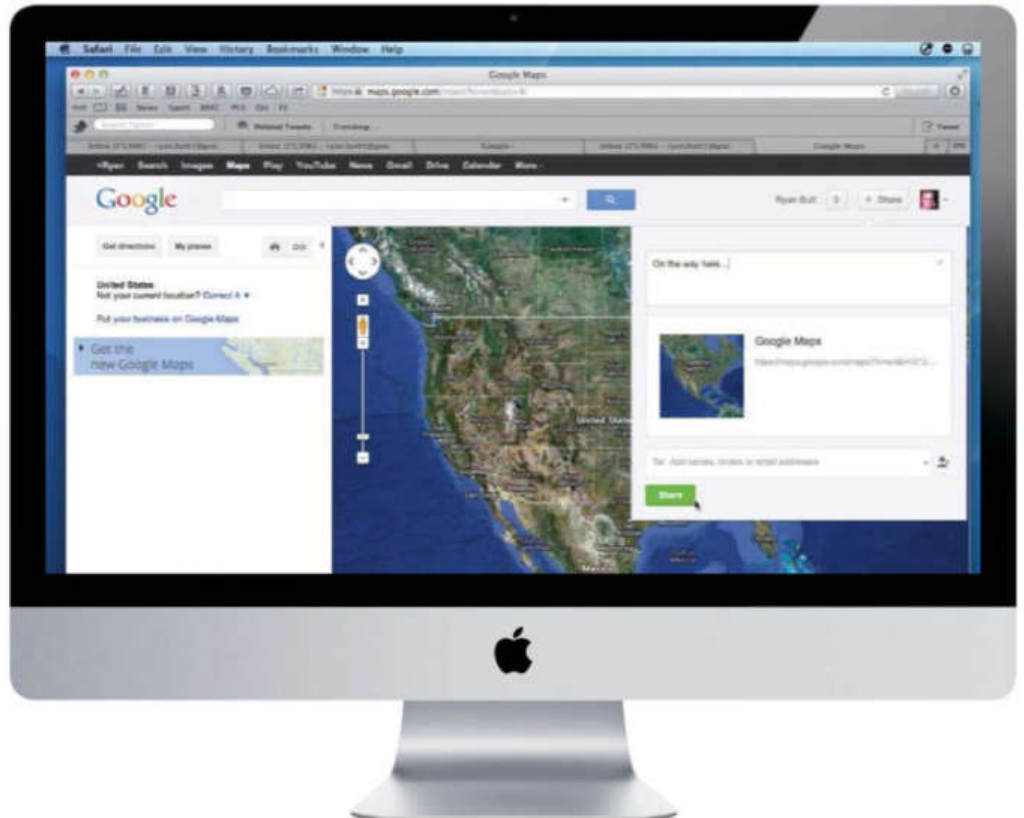
Use the Google+ Share button from any Google service

How to quickly share thoughts and files with a specific audience on Google's social networking service

Situated in the top-right corner of every Google page you're logged into is the 'Share' button. Clicking on this provides various options for sharing content from wherever you are quickly and easily. When you click on the button you will be presented with a standard status update window, into which you can write text and accompanying links to add photos, weblinks, videos and calendar events.

The beauty of the Google+ service is that you can also be specific about who you share your files and status updates with as, unlike other social networks, you can tailor your audience so that all of your friends and family don't necessarily have to see all of your posts all of the time. Included at the bottom of the main sharing window is a space to enter names, circles or email addresses – so you can enter specifics here to determine which of your associates see what you are about to share.

In this tutorial we will guide you through the process of sharing content with your friends and family using the quick 'Share' window and talk you through the process of attaching or linking various files to your posts. As you will soon discover, Google+ makes it easier than ever to share what's on your mind.



Google+ sharing options

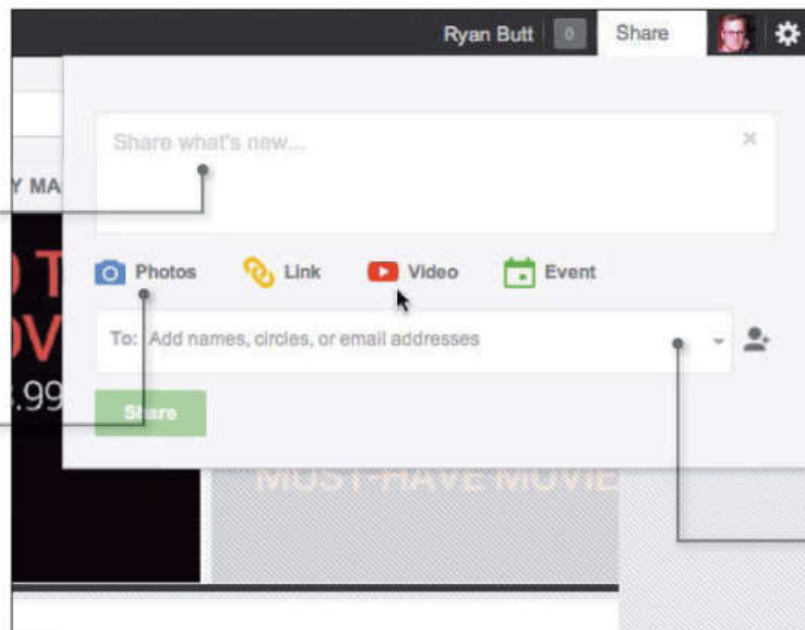
Your at-a-glance guide to the Share options available

● Status update

You can write text into the main window or link this to one of the four file-sharing options that sit underneath. Click on the window and then write what you want.

● File-sharing links

Click on any of the four coloured file-sharing links to add the corresponding item to share – photos, weblinks, videos or events. Follow the steps to complete the process.



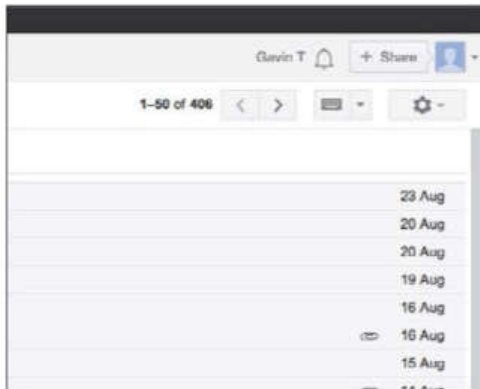
Service-specific features

What is in your quick sharing window depends on the Google service you are using. For example, tapping Share in Google Maps will share the current map location, and doing so in Google Play will share the current app. In most cases you can cancel back to the default options highlighted here.

● Add recipients

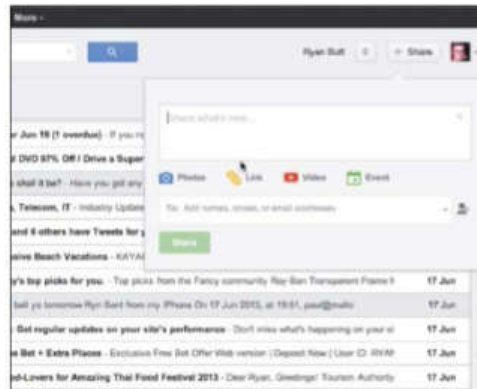
You have full control over who sees what, so you can add the names, email address or circles (groups) that you wish to see your post and exclude the rest.

Google+ | Use the quick share feature



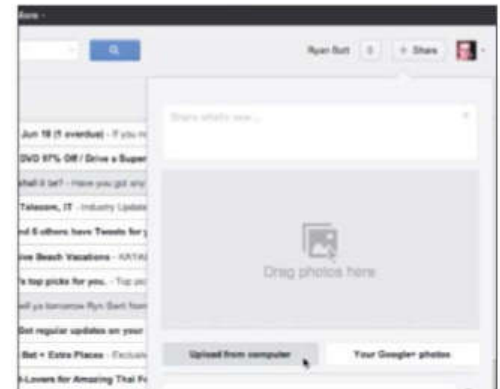
1: Click on Share

From any Google service, click on the Share button in the top-right corner of the screen alongside your name and profile picture. This will present you with a range of Google+ sharing options.



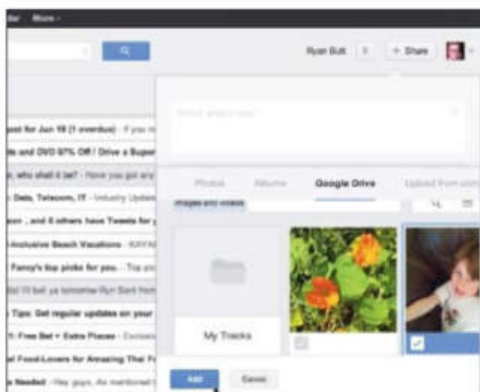
2: Update your status

The box that appears will primarily feature a text window into which you can type words. This can be a standalone status or used to accompany one of the attachment links underneath the text box.



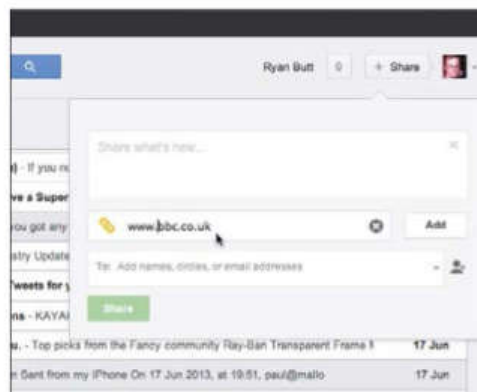
3: Share photos

If you want to share photos, click on the Photos link and then either drag the intended photos into the main window or click on 'Upload from computer' to locate and select the images on your computer.



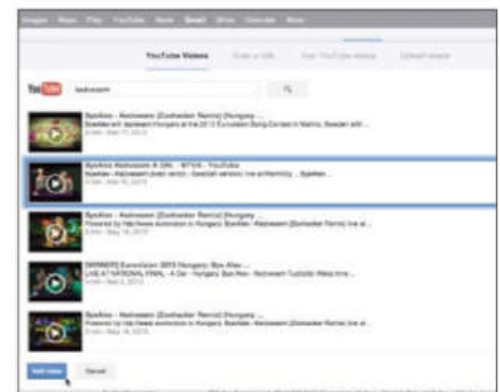
4: Use existing images

You can also click on 'Your Google+ photos' to share images from existing Google albums or images stored on your Google Drive. Navigate to the intended picture, tick it and then choose Add.



5: Share weblinks

If you wish to share links to websites, click on the Link button from the main sharing window and then either write or paste a link into the space provided. Click Add when done, followed by Share.



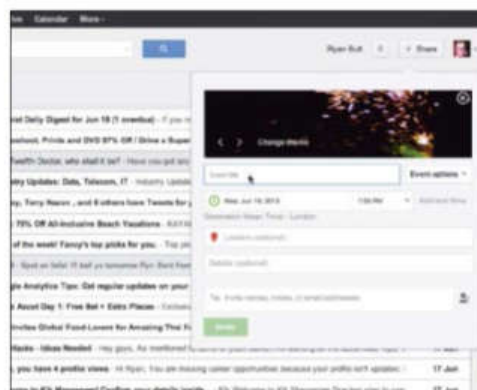
6: Share videos

To share videos, click the Videos button from the main sharing window and then either search for YouTube videos to share, enter URLs of other video sites or upload videos from your computer.



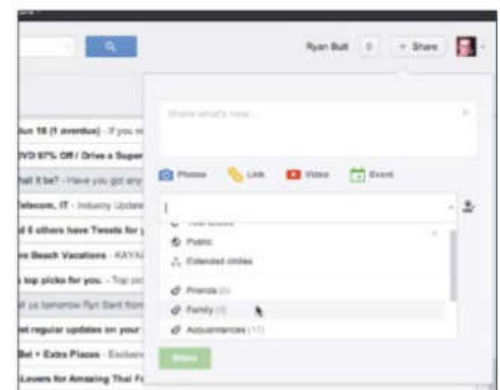
7: Share your YouTube videos

If you have posted your own videos to YouTube, you can also share these quickly and easily by clicking on the Your YouTube Videos tab and then selecting which ones to add and share.



8: Sharing calendar events

If you wish to share calendar events, click on the Event button from the main sharing window and then you can add in all the details, such as date, time and location, and even theme the invite!



9: Who to share with

The beauty of Google+ is that you can choose exactly who you share stuff with. For this purpose you can enter names, circles (groups) or email addresses into the share window.

Back up your photos to Google+

Discover how to upload, organise, edit and share your images through Google's social network

Uploading your images to Google+ is beneficial in so many ways. Not only is it a great way to keep your images safe in a cloud environment, but it also brings a wealth of options to help you organise and share your images with other people. Uploading your images to Google+ is a quick and easy process that can be done by going to the Photos section and then clicking on the 'Upload photos' link at the top of the page. You can then drag images into the web browser window or navigate to them on your computer and choose which ones to upload manually. You can also download additional software to make the whole process automatic, if you wish.

Once your images have been uploaded, you can then go to work editing and enhancing them, and tagging in the various people featured within. If you do this then Google+ will recognise the people in subsequent images and tag them automatically. What's more, if the people tagged within the images are in your Google+ circles then the images will be shared with them automatically. This is just one of many ways in which Google+ makes your life easier and keeps you in touch with the people who matter, without you having to put in much effort!



Your shots

The Photos section is packed with options...

Your photos

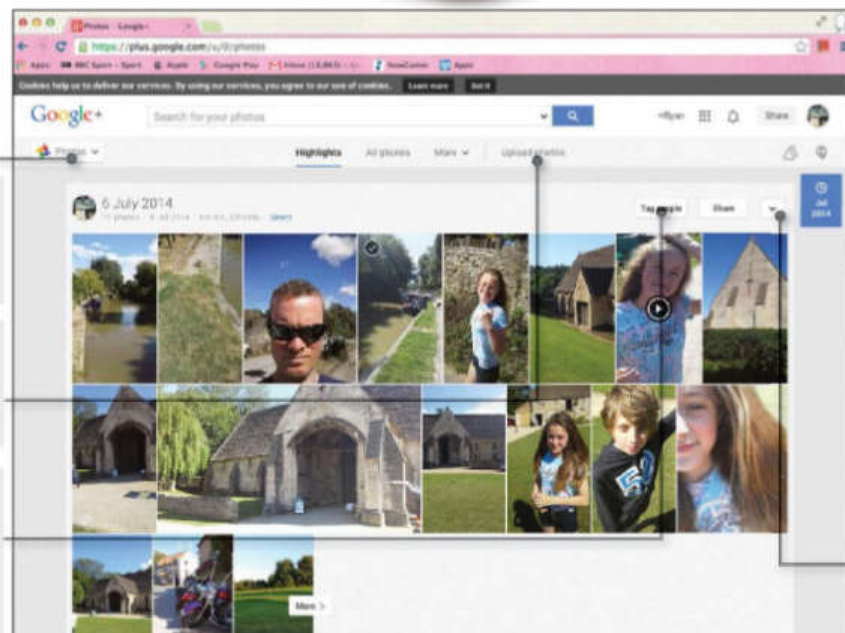
All of the photos that you upload will be automatically organised into albums according to date and locations.

Upload photos

Click on this to upload new photos to your account. You can download software to perform this task automatically.

Tagging people

Tagging people is also a good way to keep your photos organised. Google+ will recognise the people in your images and the images will be shared with them if they are in your circles.



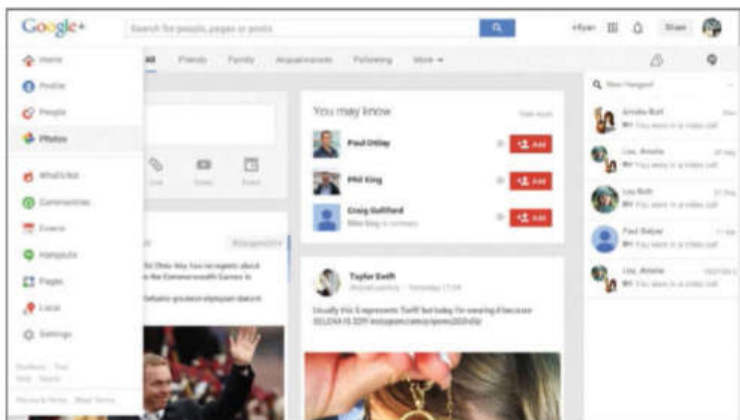
Mobile uploads

If you are using an Android device to take photos, then they will automatically be uploaded to the Google+ account that you are logged into on that device when it is connected to Wi-Fi. In the Photos section of Google+ on your computer, click on 'All photos' to view them.

More options

Clicking this icon will access a drop-down menu with more options, including those to delete or download images and also apply Auto-Enhance.

Google+ Upload your photos



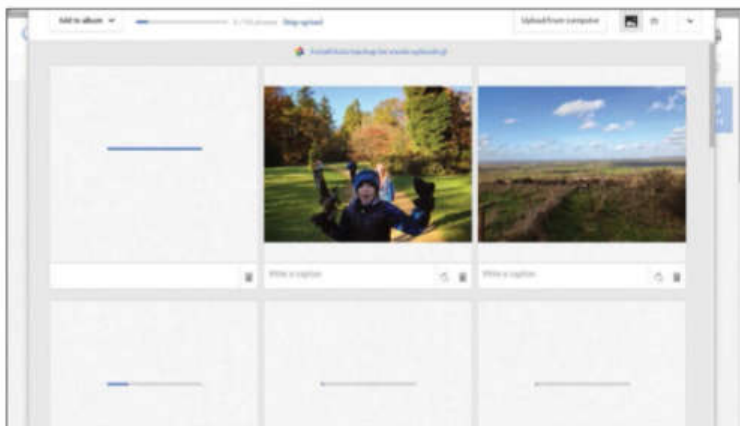
1: Go to Photos

Sign in to your Google+ account and then click on the menu in the top-left corner, which is set to 'Home' by default. When the drop-down menu appears, select the Photos option.



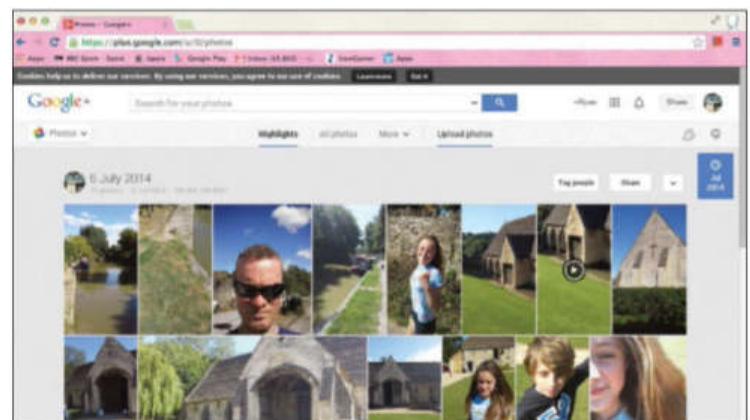
3: Drag to select

The next screen will feature two options for uploading photos, the main one being 'Drag photos here'. If you can see your images, simply click and hold on them and drag them into the window to start uploading.



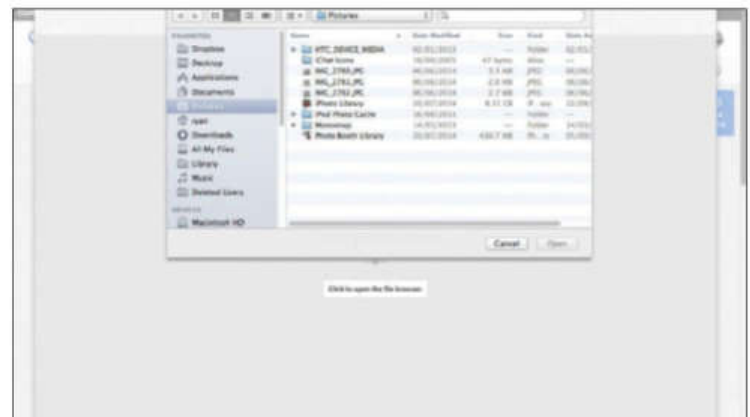
5: Track the upload progress

You can track the progress of your uploads via the blue bars, which indicate how close they are to uploading. A general progress bar for all images is visible at the top of the screen. Click 'Stop upload' to halt the process.



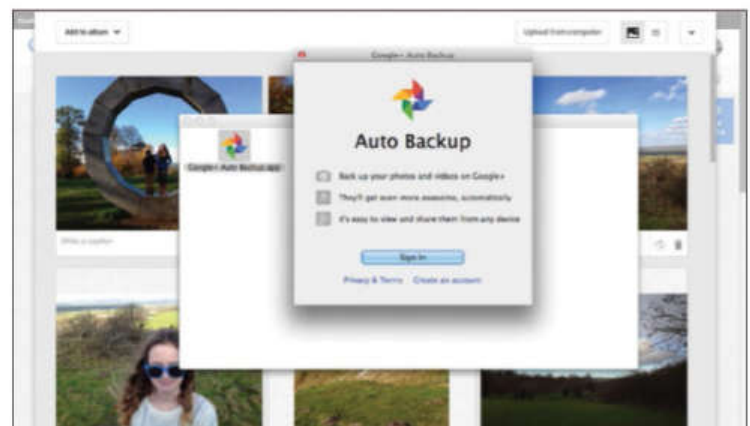
2: Click on Upload

Any photos that you have recently added will now be displayed in the main window, and across the top of the interface will be several tabs, including Highlights and All Photos. Click on the 'Upload Photos' tab.



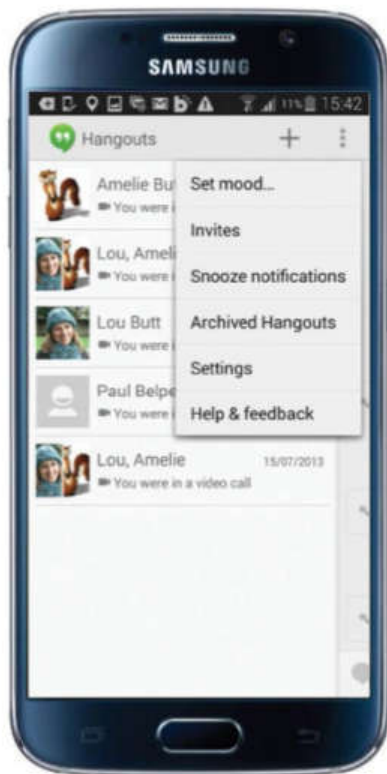
4: Browse to select

Alternatively, the 'Click to open the file browser' option will let you navigate to the photos on your computer and select the ones you wish to upload. Choose either option and start uploading your images.



6: Enable Auto-Backup

You will see an option called 'Install Auto-Backup for easier uploading' at the top of the screen. Click on this to download software that you can use to automatically back up images from selected locations.



Start a Google Hangout on your phone or tablet

Hook up with your friends on the move with the mobile version of Hangouts

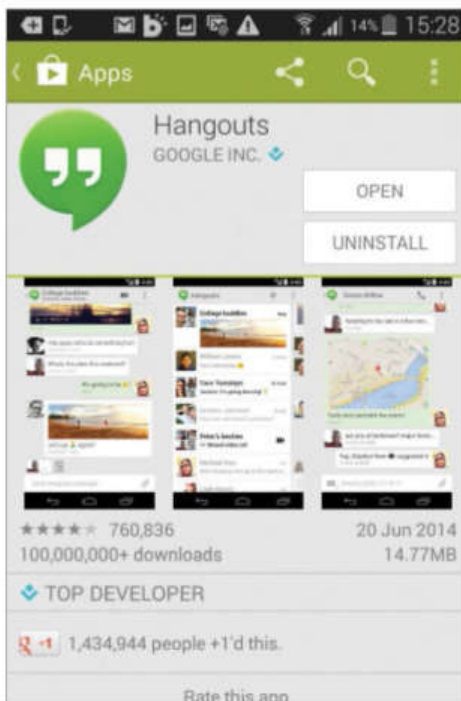
One of the main plus points about Google+ is the ease at which it allows you to communicate with your friends and family. Within the blink of an eye you can set up a new Hangout by inviting people from your circles and then initiate either a text chat or a multi-user video conference with them.

This service extends to mobile devices with the standalone Hangouts app. This is a native app on all mainstream Android devices, so you should find it installed on your smartphone or tablet by default, though it is always worth heading across to the Google Play store and then checking to see whether or not any updates are available for it.

Whenever you select the Hangouts option from the Google+ app, the Hangouts app will be instantly launched and you will be able to go about inviting people from your circles to attend. Once people have been invited, you can start a text chat or a video chat with them through the interface. All of your Hangout history is stored in your device, which makes it much easier to hook up with your most contacted people and communicating face-to-face on the move has never been easier (although obviously it helps if your device sports a front-facing camera).

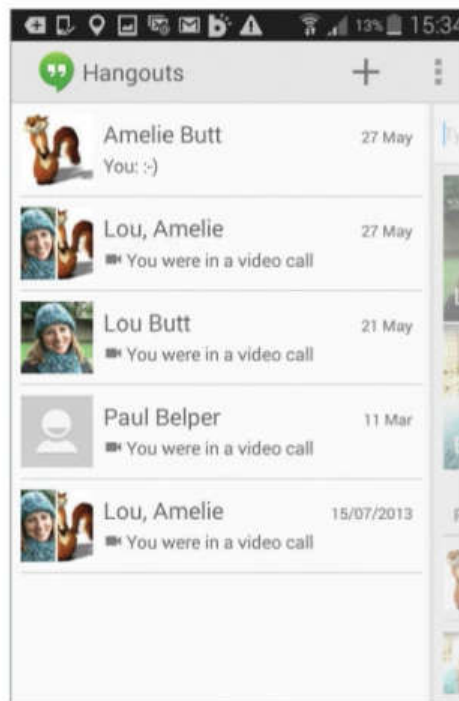
In this tutorial we'll guide you through the process of creating a new Hangout while using your mobile device.

Hangouts | Initiate video chats on your phone



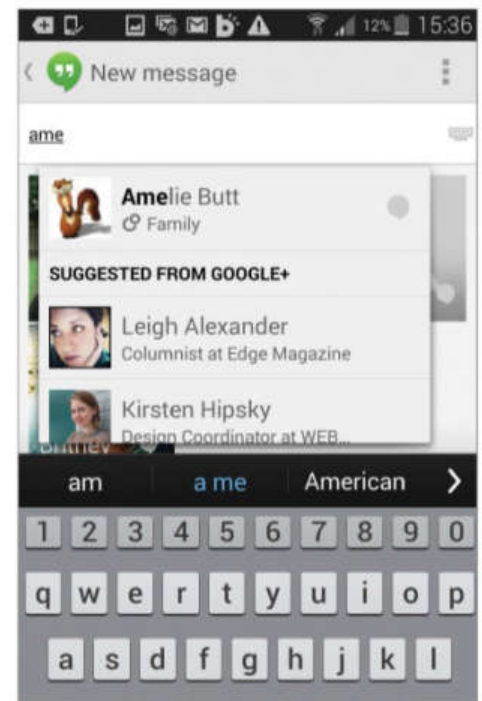
1: Download Hangouts

Your Google+ app relies on a separate app to host the Hangouts, which is aptly called Hangouts. Go to the Google Play store and then download and install the Hangouts app in order to get up and running.



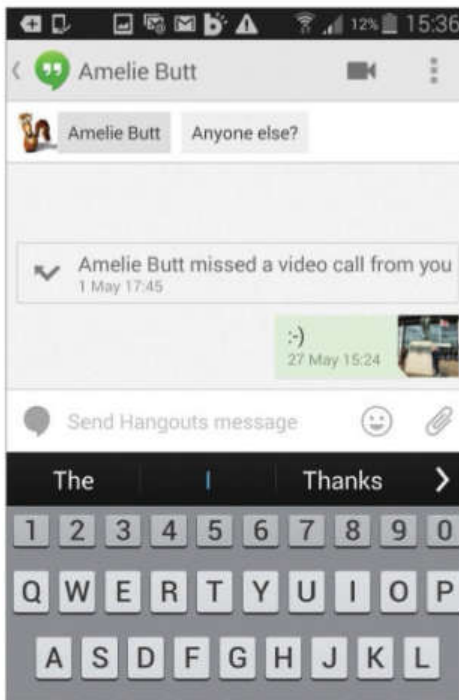
2: Launch Hangouts

Launch the Hangouts app and you will be taken to a simple interface. To start a new group video chat, tap on the '+' symbol at the top of the interface and you will be taken through to a 'Frequently contacted' screen.



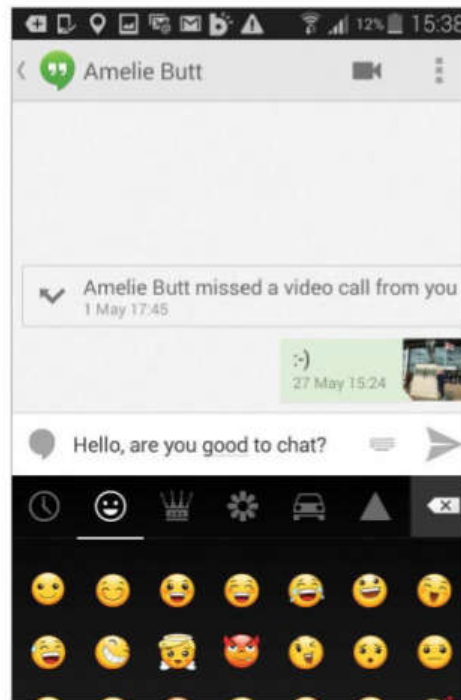
3: Invite people

Select frequently contacted people from the list or type a name, email address, number or circle into the text field at the top of the interface. As you start typing, Google will match the name to your contacts.



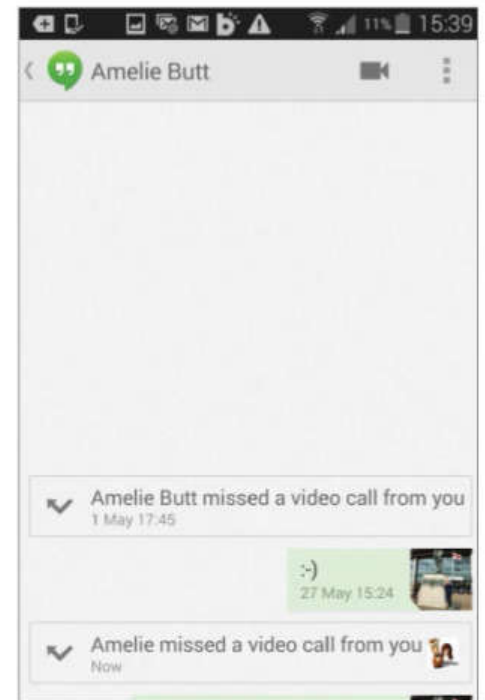
4: Message or video call

When at least one person has been invited to your new Hangout, you can opt to create a message or start a video call. If you choose the former then you can type a message into the text window.



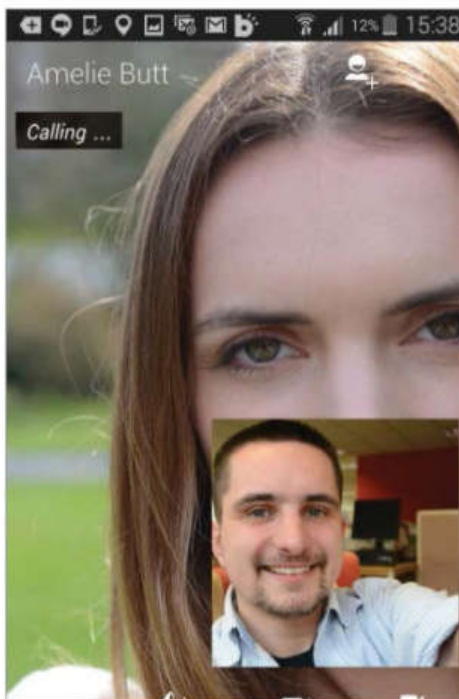
5: Send message

Once you have entered your message, tap the arrow button and your message will be sent to all of the invited recipients. You can also add emoticons and pictures by tapping on the corresponding icons.



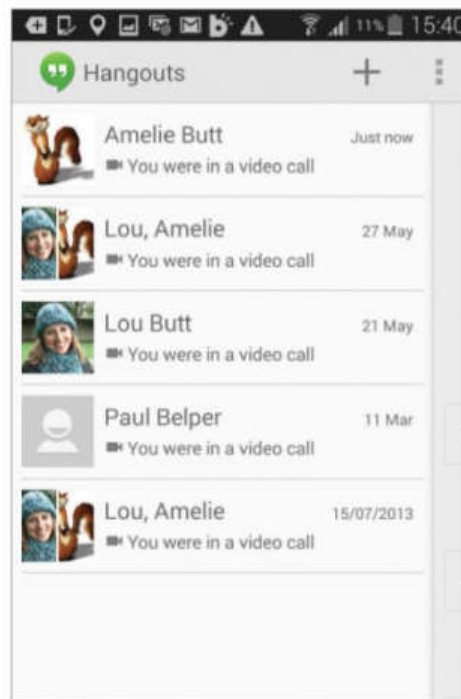
6: Initiate a video call

You can also go straight into a video call from the message interface (by tapping on the video camera icon) or you can backtrack to the main setup screen and then start a new video call from there.



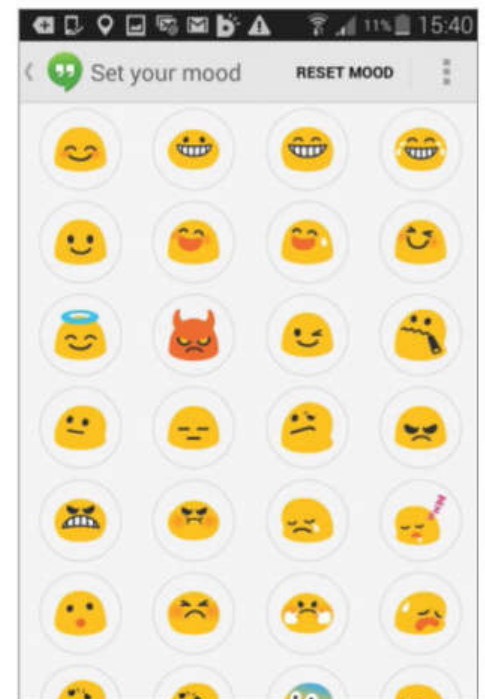
7: Commence video chat

When you initiate a video chat, your device will instantly start contacting the recipients of your Hangout. Note that it may take a few seconds for them to respond and connect to your video call, so be patient.



8: Call history

Your Hangout history will be listed on the main setup screen, so you can initiate a video call or message to the same people quickly and easily. You can turn your history off by tapping the settings menu.



9: Set your mood

Tapping the menu icon in the top-right corner lets you check your Invites, Snooze notifications, check your Archived Hangouts, access the Settings and set your mood by picking an emoticon that reflects your state of mind.

Upload your own videos to YouTube

Here's what you need to do and be aware of when you're sharing your first video with the world

The modern age of the smartphone, which doubles up as a very adept video recording device, means that everything in life can be documented and shared with the world. The ever-surging popularity of the YouTube web video service means that it is often people's first stop for entertainment as you can find pretty much anything you want, within reason, uploaded and ready for you to enjoy.

Uploading your own videos is a quick and easy task and you have full control over who sees the videos that you uploaded and the promotional process to get them seen by as many people as possible, which could also mean an unexpected source of revenue for yourself as a result. When you upload a video, you must give it a title and a description to best present it to other people and then you can go about adding tags, which are keywords that people are likely to search for – so adding enough relevant tags will help ensure that your movie is pushed to the front of the pecking order when searched for.

In this tutorial we will guide you through the process of uploading your first video to YouTube and detailing the important steps that you must go through to ensure it goes global!



Upload videos

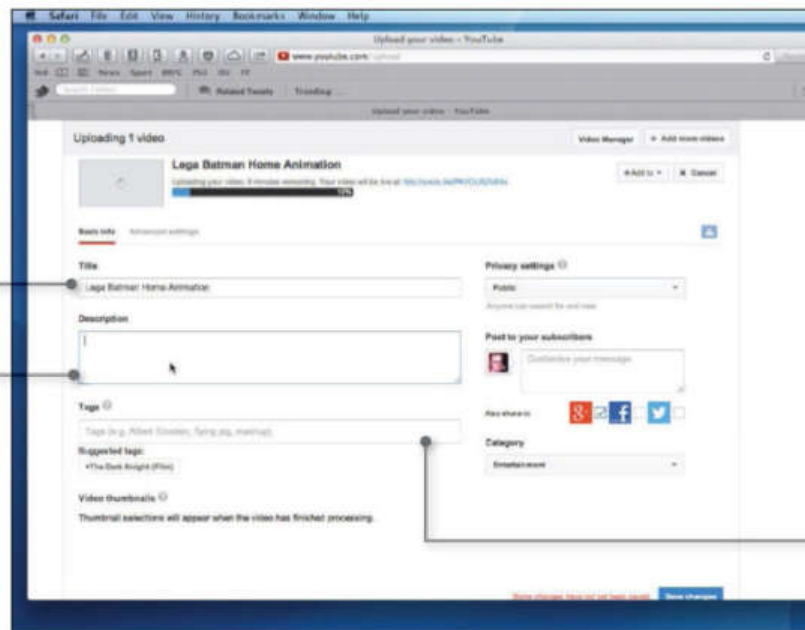
Adding info and tags to get your video seen

• Adding a title

Giving your video a title is a vital part of uploading as this will describe your video, in a nutshell, to others. Your title will also generate suggested tags that you can use to flag it up.

• Describing your video

Giving your video a description will also help viewer traffic as it can serve as a brief overview to describe what the viewers can expect to see so that they can make an informed decision on whether to watch.



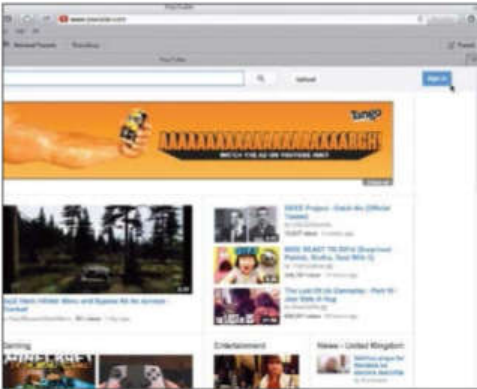
Suggested video tags

We have already stressed the importance of assigning tags to your videos to give them more of a presence in the search engine. YouTube will even offer suggested tags that relate to the title of your video and its possible content. Simply click on these to instantly assign them to your video and make it infinitely easier to find.

• Tagging your video

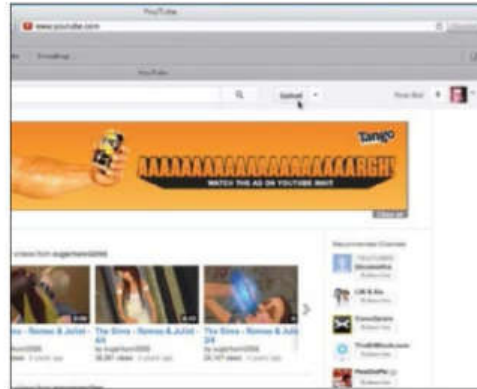
Tags are keywords that, when typed into YouTube's search engine will people find your video. Try to think of as many links as possible.

YouTube | Put your home-grown videos on the net



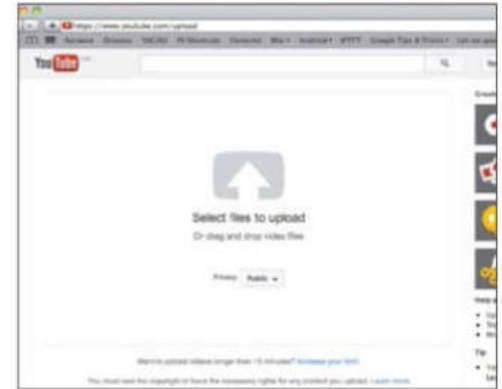
1: Sign in

On the YouTube site, click on the Sign In button (top right) and then sign into your account. This can be your Gmail address and password; or if you have a pre-existing YouTube account, use those details.



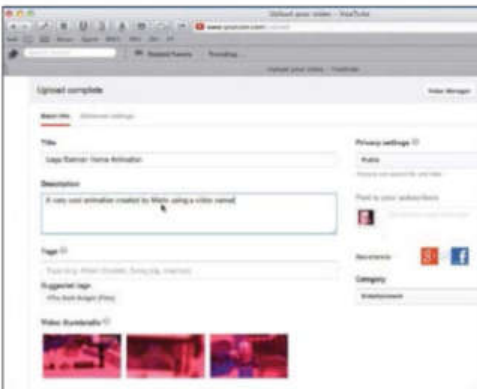
2: Click on Upload

When you have successfully logged into your YouTube account, click on the Upload button to the right of the search bar and then you'll be taken through to the main video upload screen.



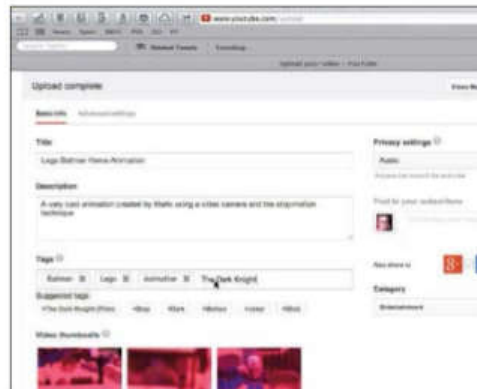
3: Select files

Click on the big arrow in the middle (which turns red) to start navigating to the video you want to upload. Alternatively, if you have it to hand, simply drag it into the space provided to start the process.



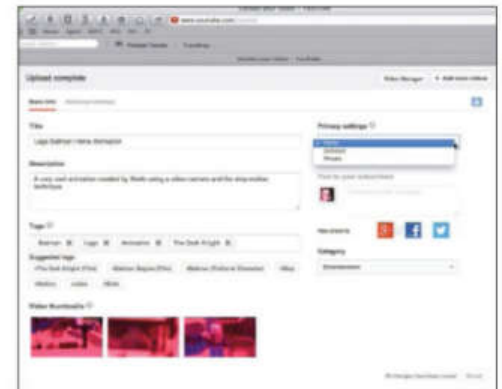
4: Start promoting

While your video is uploading, add the important bits of info, including a title and a description of your video so that anyone who decides to view it can get a brief overview of what to expect.



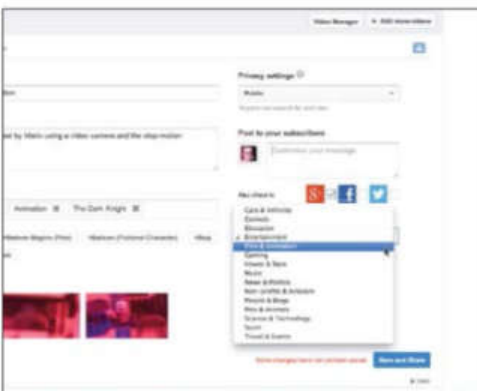
5: Add tags

Tagging your video is important as the keywords that you assign will ensure that your video appears on the radar of anyone who searches for words that relate to it. You can add as many tags as you want.



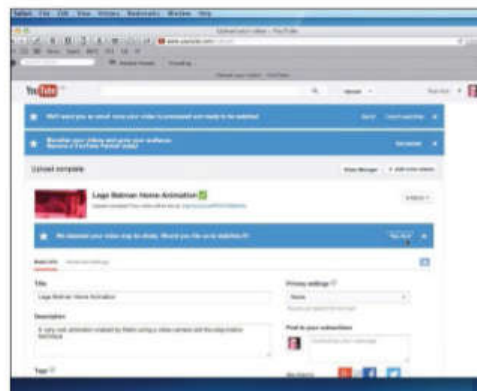
6: Adjust privacy settings

You can also determine whether your video is viewed by everyone (public) or only by those whom you invite. Click on the drop-down menu under 'Privacy settings' to select an option.



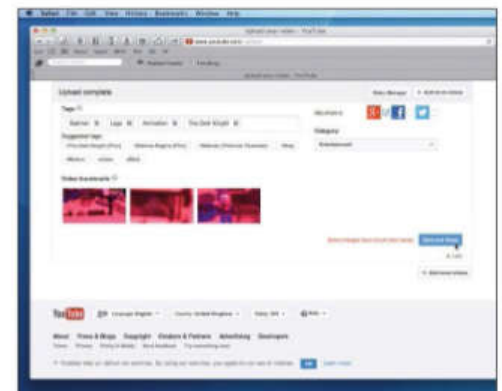
7: Share your video

There are options to share your video to various social media sites such as Google+, Facebook and Twitter. Click on a box to select it and then make sure that you select an appropriate category.



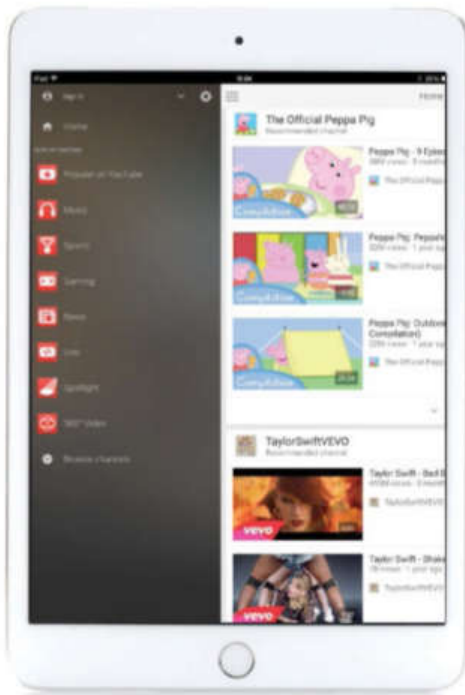
8: Check banners

When your video has finished uploading, you may see various items grafted up, such as how to monetise your videos and, if your video was shaky, stabilise it and make it easier to watch and enjoy.



9: Save and share

Make sure that all of the info that you have added and the settings that you have applied are saved by clicking on the 'Save and Share' button in the lower-right corner of the screen and prepare to go global.



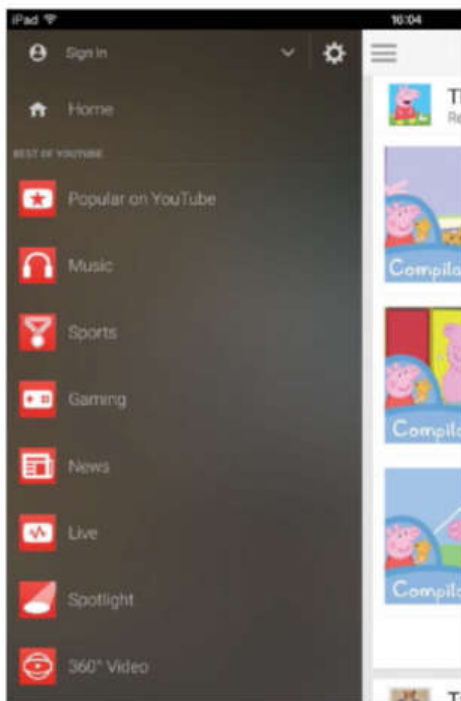
Subscribe to your favourite YouTube channels

Transform the YouTube app into your own personal entertainment channel

You will probably already know about YouTube and the excellent service it provides as a video-sharing portal. However, beyond entering keywords to search for videos to watch, you can explore various channels that relate to your tastes and interests and then subscribe to them to ensure that you have a constant stream of videos to watch without having to sift through hours of rubbish in order to find them. At the time of writing, the Android and iOS YouTube apps work quite differently. Here we have used the iOS version of the app.

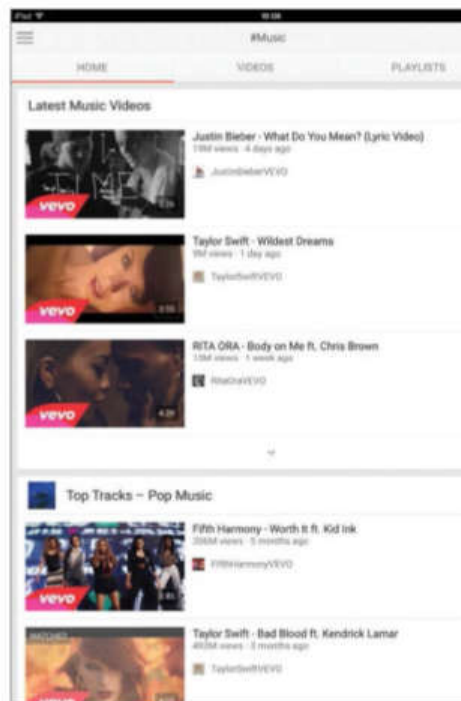
Load up the YouTube app on your mobile device and then tap on the arrow in the top-left corner of the interface. This will present your main account menu and from there you can select an option to browse channels. Doing so will bring up a page broken down into various sections, including recommendations from YouTube based on the videos that you have previously searched for and viewed, the most subscribed-to channels (if millions of people subscribe then they must be good, right?), and more. Exploring this section allows you to quickly find entertainment and when you see something you like, hit Subscribe and the channel will be added to your account menu for easy access later. Alternatively, scroll further down the menu and pick a general category to begin searching for channels that relate to your interests. Once you have subscribed to several channels, you'll have a direct link to the stuff that matters to you.

 **YouTube** | Find and sign up for video channels



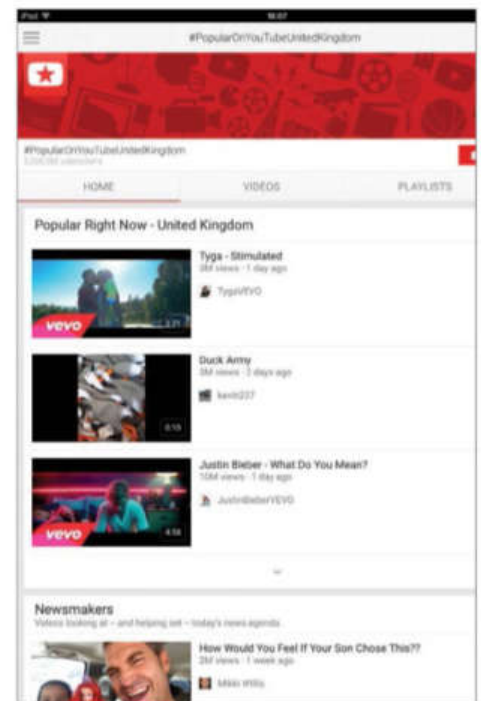
1: What To watch

When you first open up the YouTube app, you might have to accept a sign in request using your Google Account. The home page will show you recommendations for you, and if you scroll down, recent activity of those you are subscribed to.



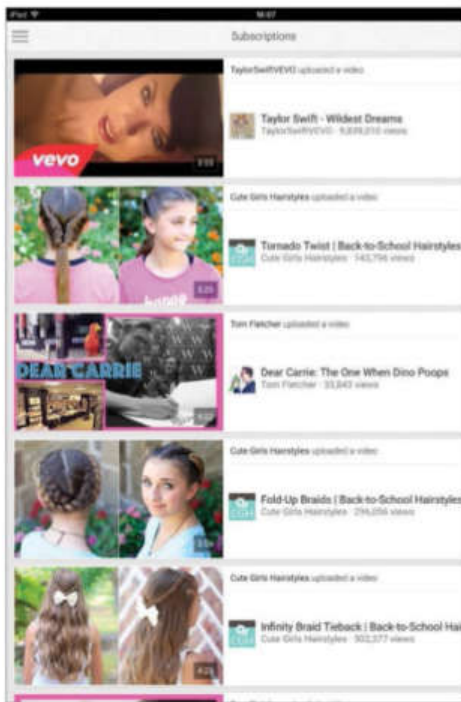
2: Adding channels

Scroll down the menu to the Best on YouTube section and then select a category. Next, you'll need to tap on the Channels tab at the top of the screen, pick a channel and then hit the Subscribe button.



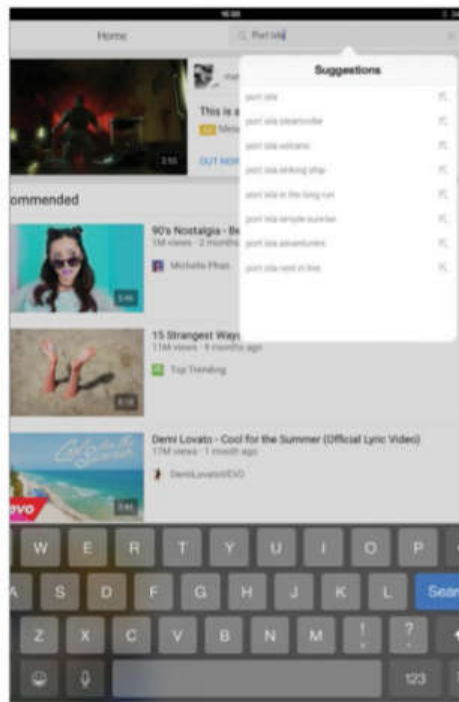
3: Trending channels

Likewise, if you tap on the Popular on YouTube section, then all of the current hottest channels will be presented in a list for you to peruse, view and subscribe to – finding cool stuff is easy through YouTube.



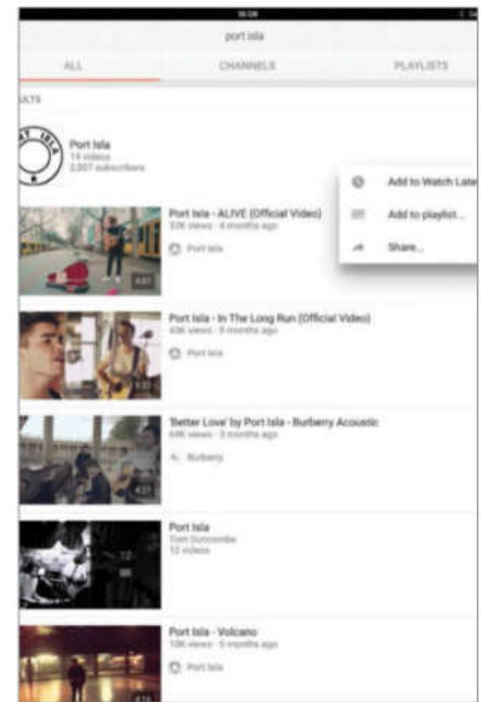
4: View your subscriptions

Tap on the menu icon in the top-left corner of the interface again and then scroll down. Here you will find all of your subscribed channels listed for easy access. Tap on a channel to view the related videos.



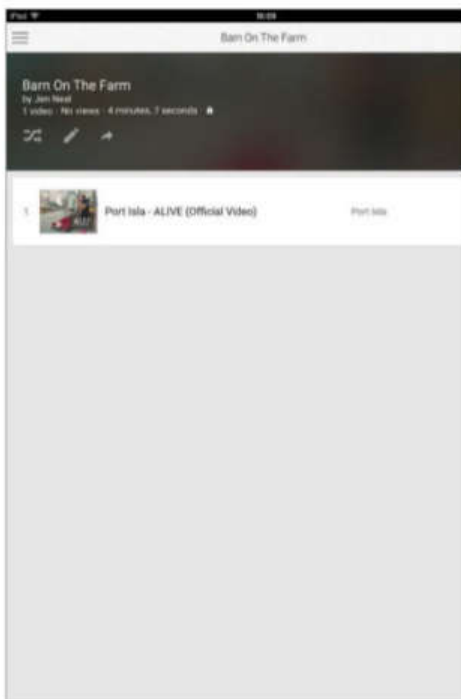
5: Manual searching

If you know what you are looking for on YouTube then tap on the magnifying glass icon at the top of the interface and enter keywords to search for. You will then be presented with a list of videos that match.



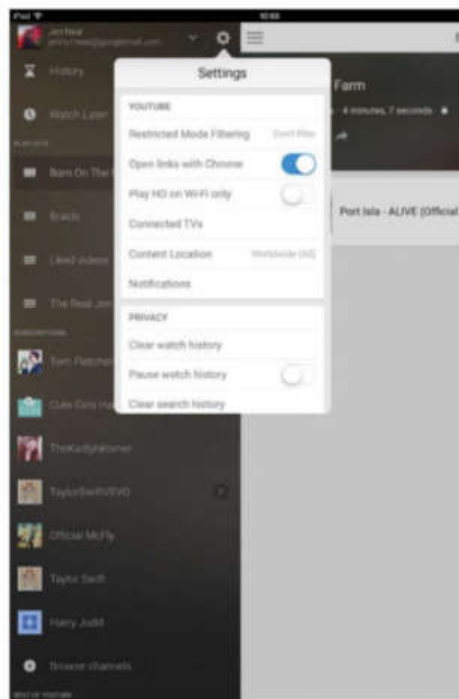
6: Create a playlist

You can also add videos to a playlist, which you will then be able to access from the main menu. Start off by finding a video and then start watching it. Now tap on the '+' icon above the video and choose 'New playlist...'



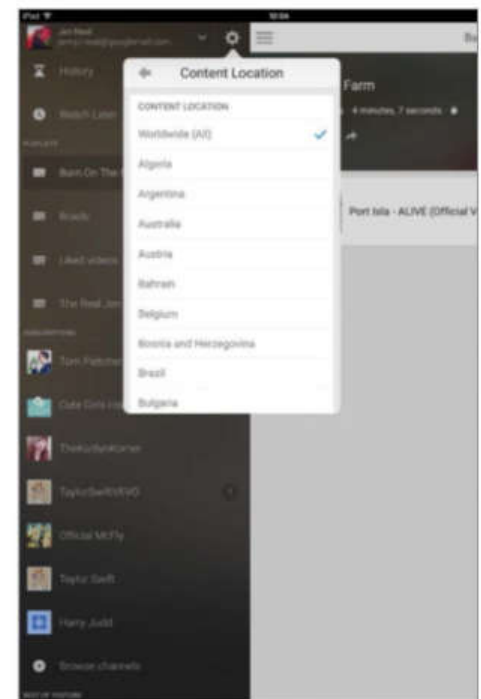
7: Name and add

Give your playlist a name and it will be added to your playlists under the main menu. You can then add content by the same method but by selecting the playlist to add it to, which will appear in the '+' pop-up menu.



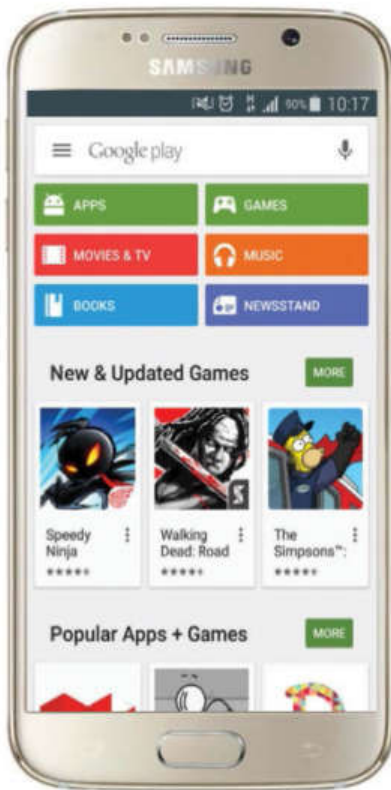
8: Localising content

Tap on the menu icon in the top-right corner and then choose Settings. Once that screen is up, scroll through YouTube settings and tap on 'Content Location'. Here you can prioritise channels from a specific country or region.



9: Choose a region

Choose a country or region from the list provided (it doesn't have to be where you live) and this will determine what channels appear under the Local section of the 'Browse channels' option in your account menu.



Find exactly what you want in Google Play

In a rush to find a particular app or product on Google Play? Here's the solution

As you would expect given the company's origins, Google provides rather a good search engine to help you find what you want in the Google Play store and it can be used in a variety of different ways.

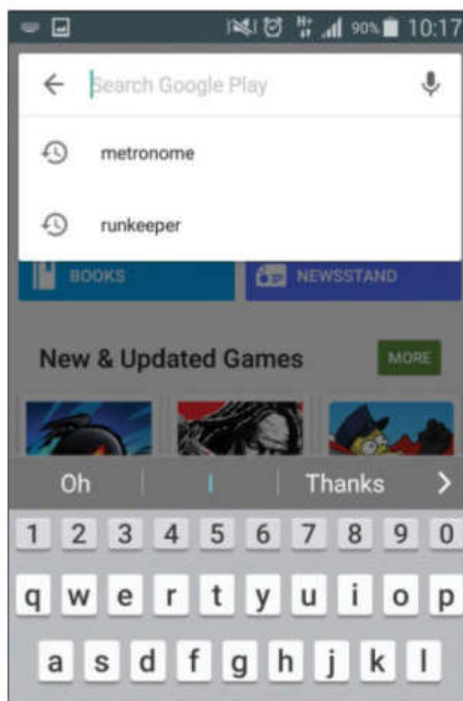
For example, by tapping on the magnifying glass icon at the top of the screen, you can enter simple keywords – as and after you do so, Google will suggest possible matches across a variety of categories, such as apps, music and movies. If you don't want to type the selection, you can even speak it instead by tapping the microphone button next to the search box. Once you have spoken your search, it will complete its result list in the same way as before.

As you get to know the search engine better, though, certain tricks come to light that will help you refine your searches even more, which in turn leads to more accurate results. For example, you can command the search engine to only search for apps that contain a certain word, which makes the results significantly scaled down compared to just typing the word alone. You can also command the search engine to only search for an app by a particular developer.

The more you use the search engine, the smarter it gets. It will provide a list of quick results as you're still typing the word, and you can tap on one if you see what you are painstakingly typing contained within the list.

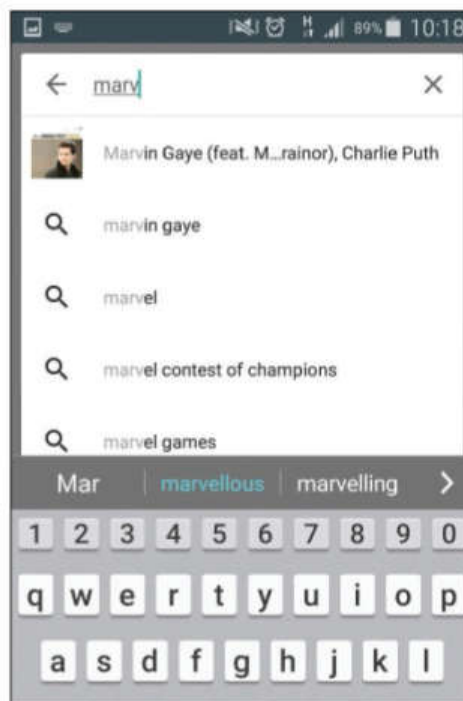


Play Store | Match up your searches



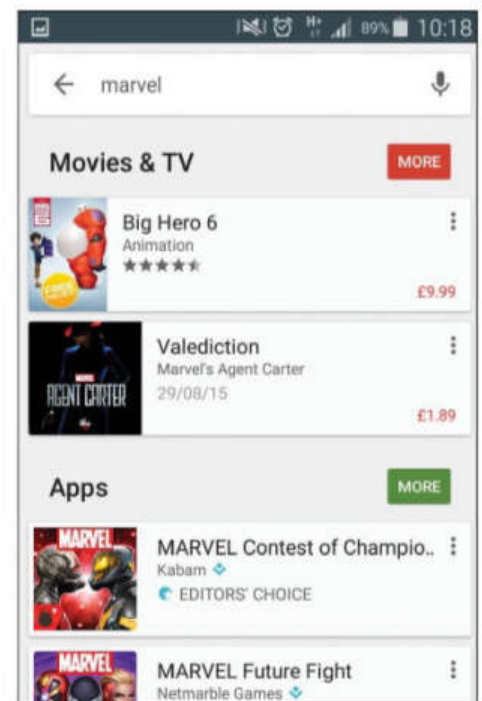
1: Using the search engine

To start a basic search in the Google Play app, simply tap on the magnifying glass icon at the top of the interface and start to type in keywords for the products that you want. As soon as you tap, you'll see previous searches.



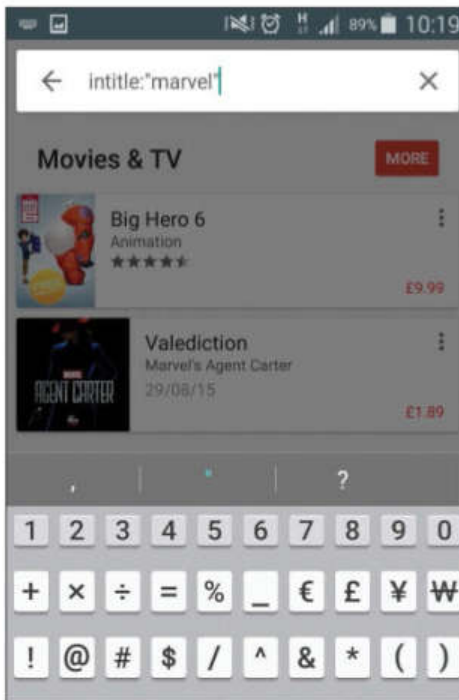
2: Instant match-ups

When you start typing words into the search engine, the service will instantly make suggestions based on the first few letters and present them in a list. If you see what you want there, tap on it.



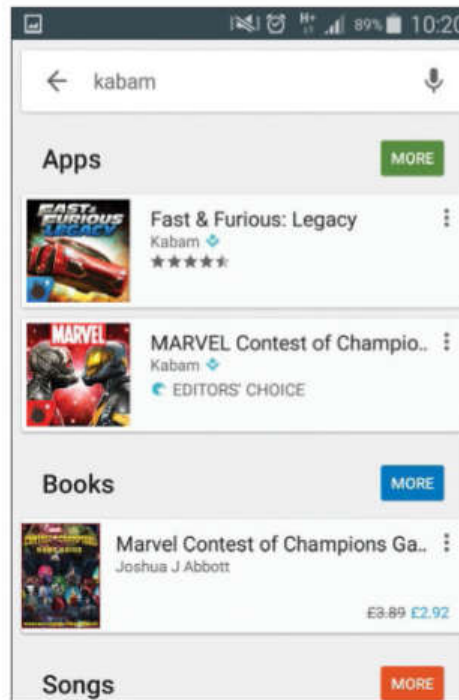
3: Search results

If you only vaguely know the name of the product that you want, just type in what you do know and then hit the Enter key. Possible matches in a variety of categories will be listed for you to look through.



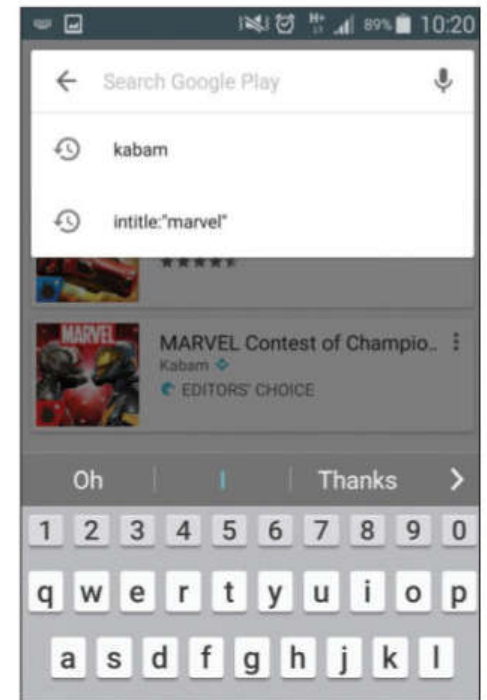
4: Specific searches

If you know that the product you want contains a particular word and only want the results to display products that contain that word, then type in 'intitle:[INSERT YOUR KEYWORD]' to get exact matches.



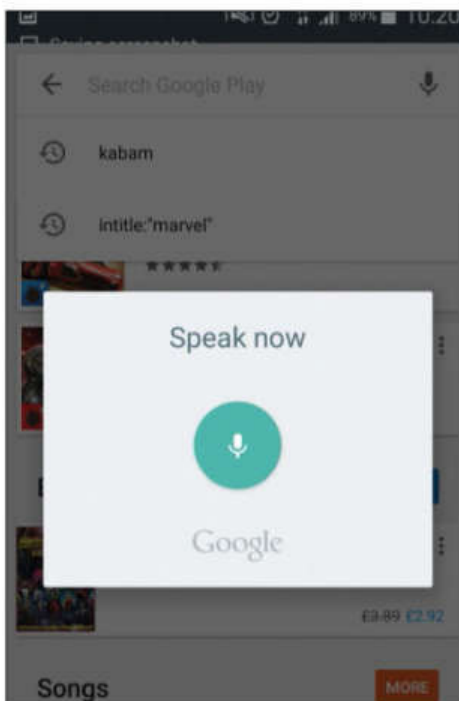
5: Search by developer

If you like an app by a particular developer and want to see what else they have made, simply enter the name of the publisher into the search field and then all of the apps that particular developer has published will be listed.



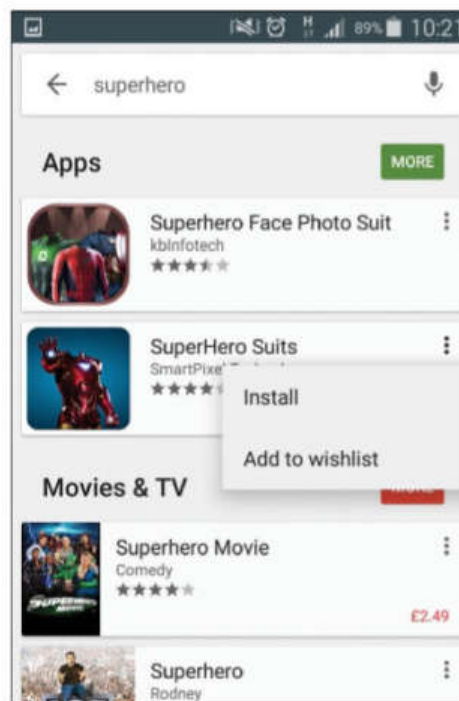
6: Speak your searches

If you prefer, you can speak your keywords into the search engine instead of typing them. Just tap on the magnifying glass icon and then tap on the microphone icon next to the text field to start using it.



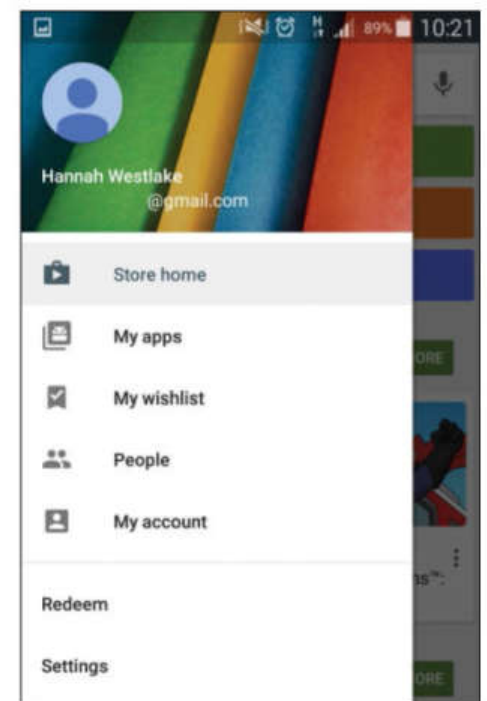
7: Start talking

You will be taken to a screen where you will be prompted to speak your search term into your device's microphone. Speak clearly and after a couple of seconds of processing time, your matches will be displayed.



8: Quick install

Going back to the time issue and our busy lifestyles, if you want to install an app that you have searched for quickly, just tap the small menu icon opposite the name of the app and then choose Install.



9: Add to wishlist

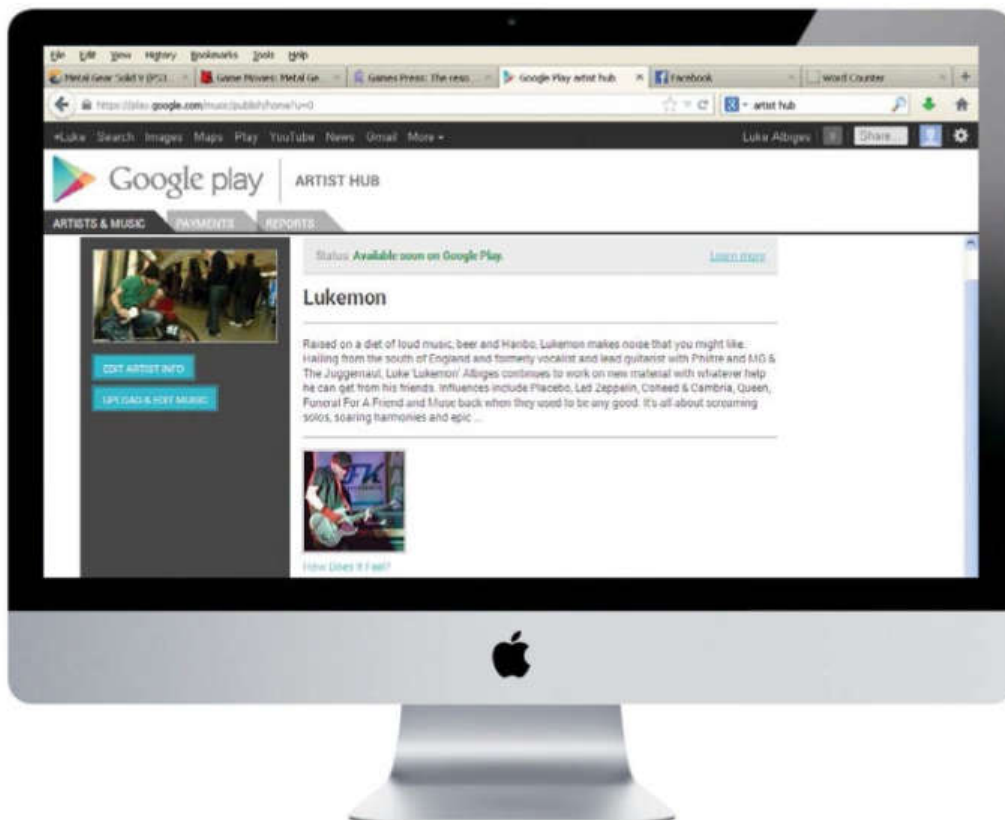
From this mini menu you can also choose 'Add to wishlist' for easy reference. You can view and share your wishlist by tapping the menu icon in the top-right corner of the screen and then choosing 'My wishlist'.

Sell your music through Google Play's Artist Hub

Get your band seen and your music heard by a global audience

Breaking into the music business is a lifelong dream for many people. And in this digital age, we're glad to say it's never been easier to get your music out there. There are plenty of sites and services that can help with this, but Google Play's Artist Hub is easily one of the most user-friendly we've come across. There are no hidden costs, and after the one-off sign-up fee of \$25, you're free to upload and sell as much of your music as you like. Artists even get to take home a surprisingly generous cut of the revenue from each purchase – up to 70 per cent, which puts some comparable services to shame.

So whether you're a solo artist or an established group, a bedroom songwriter with big dreams or a touring act with a solid fan base, this tutorial will help you set up your very own Artist page and get your music on Google Play. From there, it's up to you what you do with it – you could give your tunes away for free to try to build awareness of your work, or turn a healthy profit by giving fans access to your entire digital back catalogue. Either way, we'll be sure to come and see you when you're playing your sold-out stadium tour...



Navigating your hub

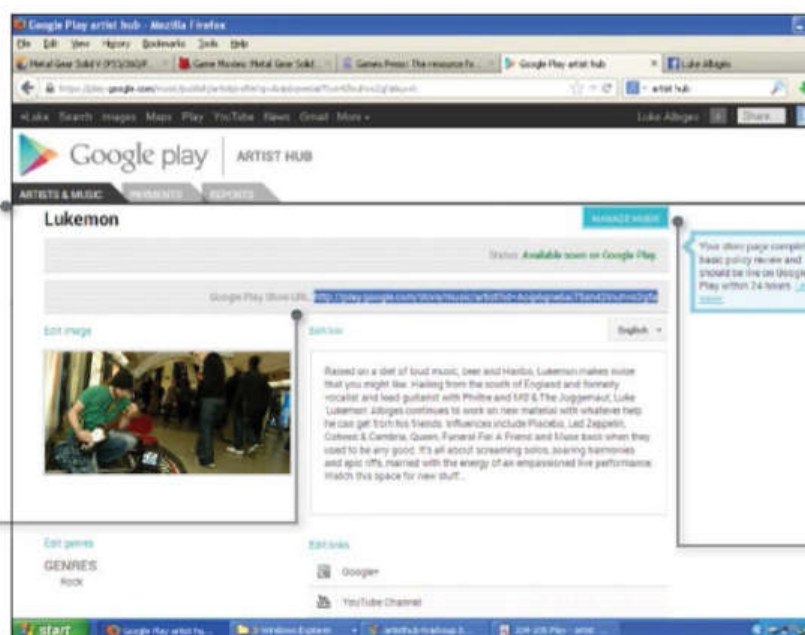
The various useful features of Artist Hub explained

● Tabs

This is the main Artists & Music page – the Payments tab lets you set up and change bank accounts and tax details, while Reports gives you a breakdown of how your music is doing.

● Your URL

This is the link you'll be slapping up on social media sites, forums and your site in order to raise awareness. You might want to use a link shortener for Twitter, mind.



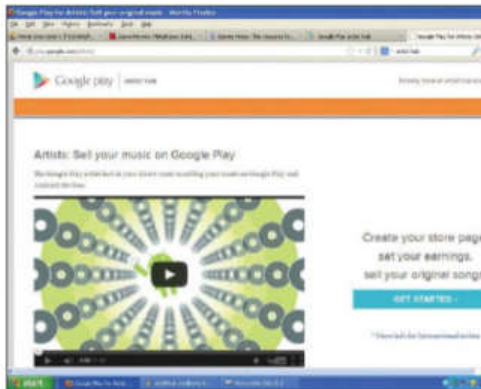
Keep uploading!

A key part of selling your music online is to keep people coming back with frequent updates. Don't be afraid to give demos and live tracks away for free – it'll help keep interest up and bring more people to your page. Be sensible with your pricing, too – a generous offer on a whole album can easily result in an upsell.

● Manage Music

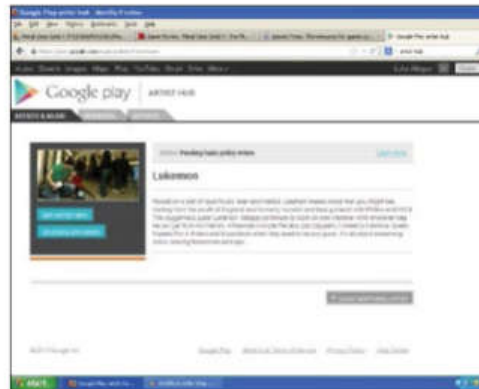
Your gateway to adding more music, or editing existing tracks or albums. If you want to make money from it, you'll be clicking this a lot.

Google Play | Get your music heard



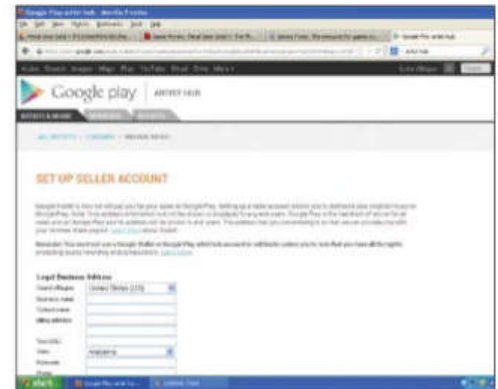
1: Signing up

First head over to <http://play.google.com/artists>. Sign in with your Google account, register your artist name (this can't be changed, so be sure to get it right!) and pay your \$25 registration fee.



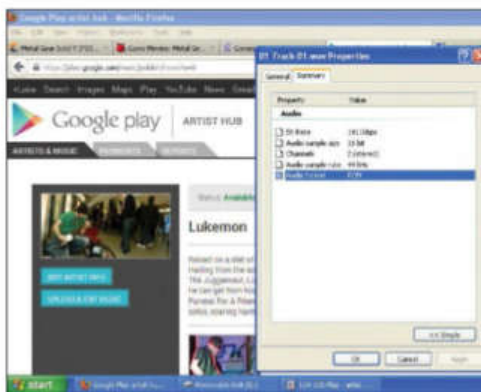
2: Creating your page

With your name secured, it's time to set up shop. Start by adding a main image for your page and writing your bio – make this as brief and informative as possible while still getting your message across.



3: Google Wallet setup

You may have to add extra details to your Google Wallet to register as a seller. You'll also need to fill in several tax forms in order to be paid, but this can be done later so you can take your time over it.



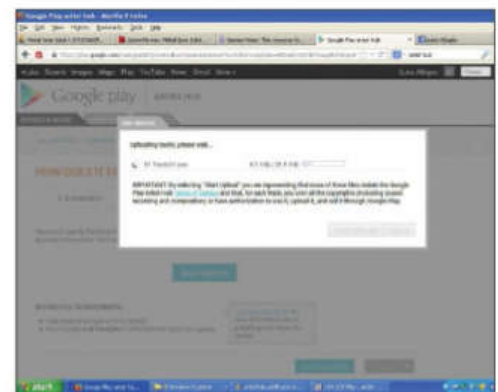
4: Preparing your track

The process doesn't support MP3 uploads, so you'll need to import/export/convert your desired tracks to be in either FLAC or WAV format. These tend to be larger files, but there's no limit to upload sizes.



5: Creating an album

Whether uploading a single track or a whole load of them, you'll still need to create an 'album'. The specific nature (single/EP/LP etc) can be flagged here, as can any potentially offensive content.



6: Upload your songs

Now your tracks are in the right format, you can upload the entire album at once. Due to large file sizes, this is likely to be the most time-consuming part of the process. Sit back and relax.



7: Editing and pricing

Done? Cool. Now edit the title and details of each track and decide on pricing of both individual tracks and (if necessary) the full album. You can also choose how many times people can listen for free.



8: Quality/legal review

With the final tweaks made, your submission will go up for review. This process can take several days, but if everything checks out, your album(s) should be published within 48 hours. At which point...



9: Spread the word!

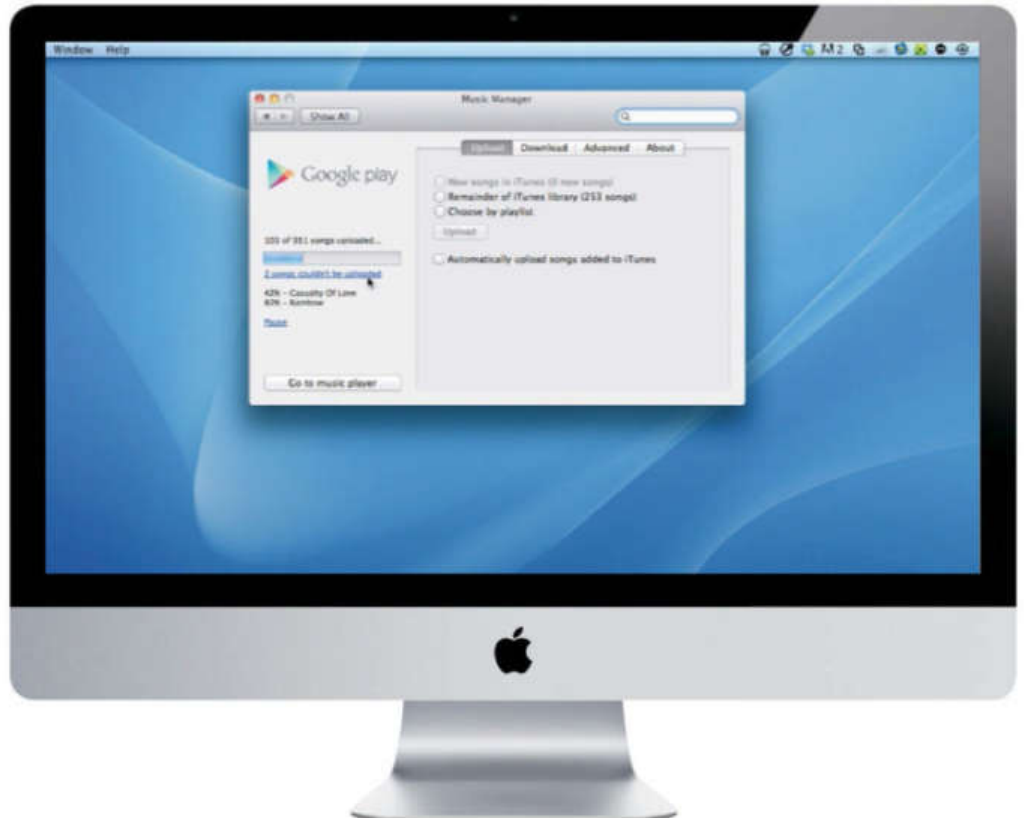
Congratulations – you're on Google Play's music store! Now take your URL and put it out there. Social media, your own website, email... Oh, and be sure to sort the tax forms soon, else you won't get paid.

Listen to your music anywhere by uploading it to Play Music

Upload and stream your music collection to any computer with Play Music

If you're finding the stress of work a little too heavy going, want to listen to some of your favourite chill-out music and have forgotten your MP3 player then help is at hand thanks to the Play Music service. You can upload up to 20,000 songs to your own personal cloud, so they will be within easy reach wherever you are – simply log into your Google account on any computer and you'll be playing them in seconds.

That's not all. Play Music also provides a wide range of cool features to help you get the most out of your music, such as Instant Mixes. Play Music will examine and scrutinise your uploaded music and group similar-sounding songs together into playlists for you to enjoy. You can also instantly shop for new music through the Google Play store, share your music with your friends and arrange your sprawling collection in pretty much any way you want to make it more accessible. Uploading music is easy through the free Music Manager app and you can also use the service to migrate your music from one computer to another without having to manually copy tracks to mobile storage devices. So if you're mad about music then Play Music will soon prove to be a more than competent partner.



Online music

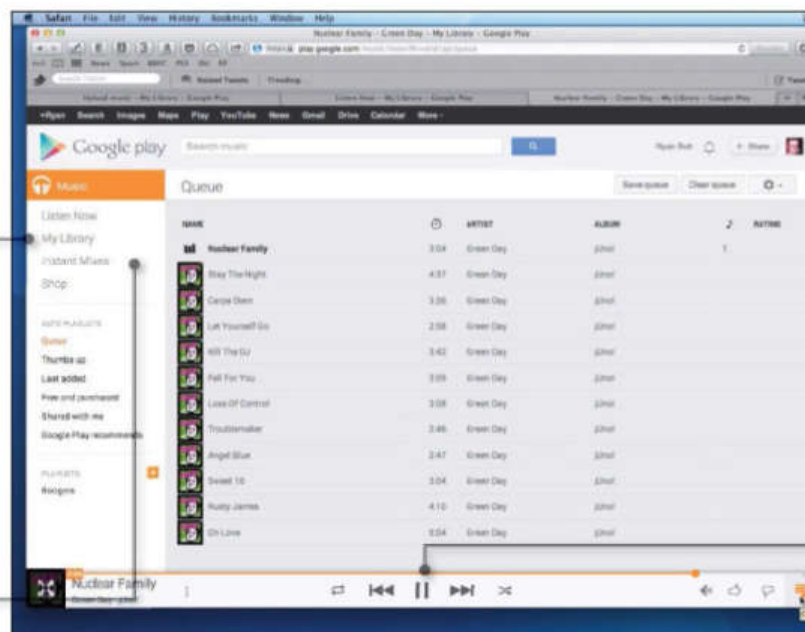
Once uploaded, it'll be able available to you anywhere

Your music

You can upload up to 20,000 songs to your online Play Music account and then listen to them through any web browser when logged in.

Instant Mixes

The Play Music service will examine your music and arrange like-sounding songs together in playlists for you to enjoy. Click here to access them.



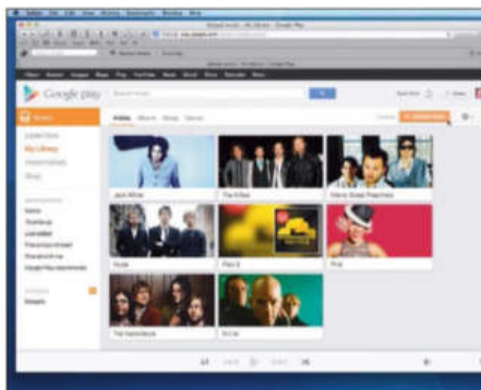
Google Labs

While enjoying the Play Music service, click on the cog icon in the top-right corner to access a menu of various settings and click on Music Lab. This is a testing ground for experimental features that aren't quite ready for prime time, so you can get a heads-up on exciting new things that may be added in the future.

Playback controls

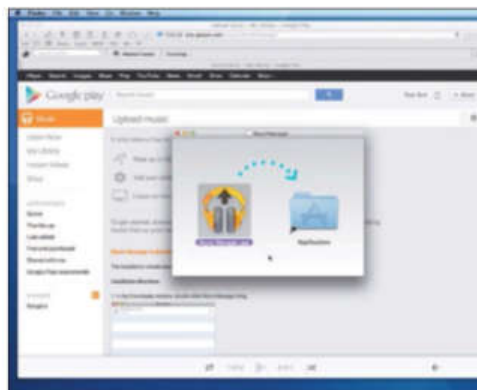
When you're listening to music, these standard playback controls will be accessible from the bottom of the window.

Play Music | Uploading and accessing your music



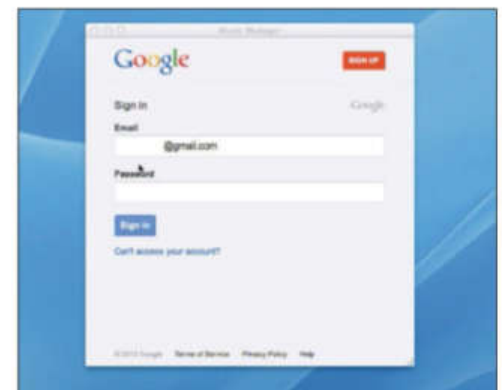
1: Start uploading music

Go to www.play.google.com/music and you will see an 'Upload music' button in the top-right corner of the screen. Click on this and then you'll be able to read more about the service.



2: Download Music Manager

Click on the link to download the Music Manager and the application will start downloading. Once completed, follow the installation procedure to get the application up and running.



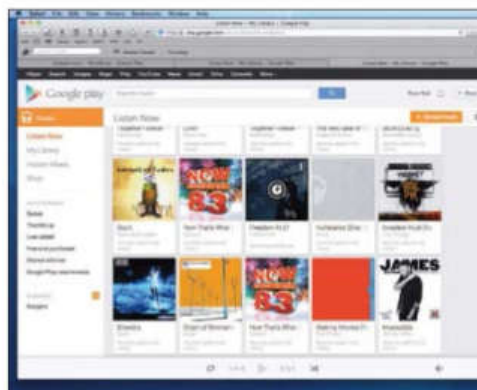
3: Sign in

When the application is opened, a Music Manager menu item will be visible on your main menu bar. Click on the headphones icon and then sign into your Google account.



4: Upload your music library

From the Music Manager menu, click on Preferences and under the Upload section, choose what content to upload, then click on the Upload button to start the process. This may take some time.



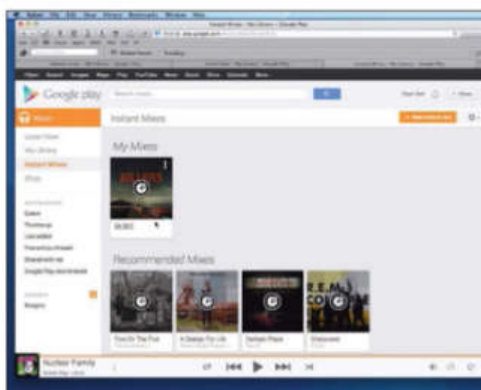
5: Go to Music Player

Once the upload process is complete, click on the 'Go to Music Player' button and your web browser will go to your own personal recently uploaded music library which you can access anywhere.



6: Playing music

Playing music through Play Music is easy – simply click on Listen Now in the top-left corner and then click on an album or track. The controls will be accessible at the bottom of the window.



7: Instant Mixes

One of the cool things about Play Music is the way it neatly arranges like-sounding tracks together into bespoke playlists for you to enjoy. Click on Instant Mixes and see what's on offer.



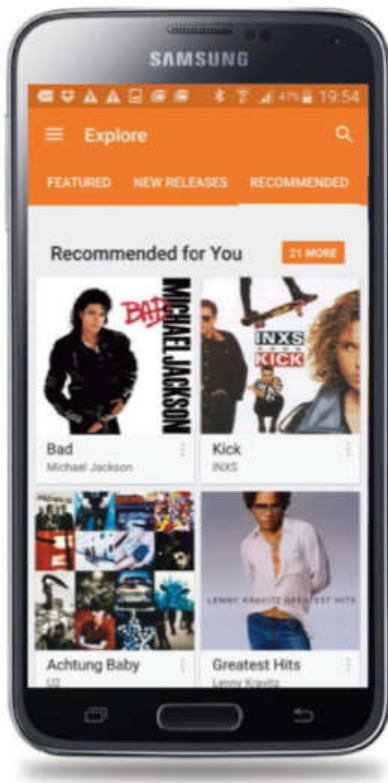
8: Shop for music

If you want to make instant additions to your song library, click on Shop and you'll be promptly whisked off to the Play Music store where you can search for, buy and download new tracks.



9: Share music

Whenever you buy music on Google Play, you can share a free listen with your friends. Click on 'Shared with me' to see if any of your friends have passed any music on to you.



Listen anywhere with Play Music All Access

Carry thousands of music tracks with you and access them no matter where you are

The time has passed when you need to consider how much space you have available on a portable music player before leaving the house, no more having to cart around cassettes and CDs or even mini disks. With a smartphone or tablet and a subscription to Play Music All Access, you can now have access to millions of songs and albums whenever you want to listen to them, and you also have full control over whether you want to download tracks for offline listening or stream them using a mobile data connection.

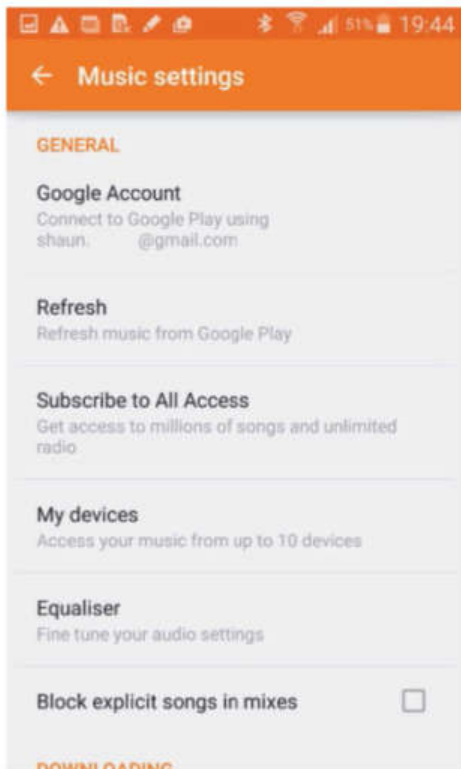
The service is perfect for discovering new songs and for organising your favourite tracks into playlists or standard artist lists, and it even lets you automatically make your entire music library available online.

Whether you bought the tracks you own on CD or via an alternative online service, if you have them stored on a computer you will be able to access them with Google's premier music service. The service also supports social interaction and lets you share music that you enjoy, as well as see the recommendations of others, adding further to the music discovery process. It encompasses every music activity you will ever require and lets you manage and listen to your library from anywhere.

Music can be physical or digital, and Play Music All Access brings both together seamlessly to create an experience that can be enjoyed on the train or when you are relaxing at home.



Play Music | Access your music anywhere



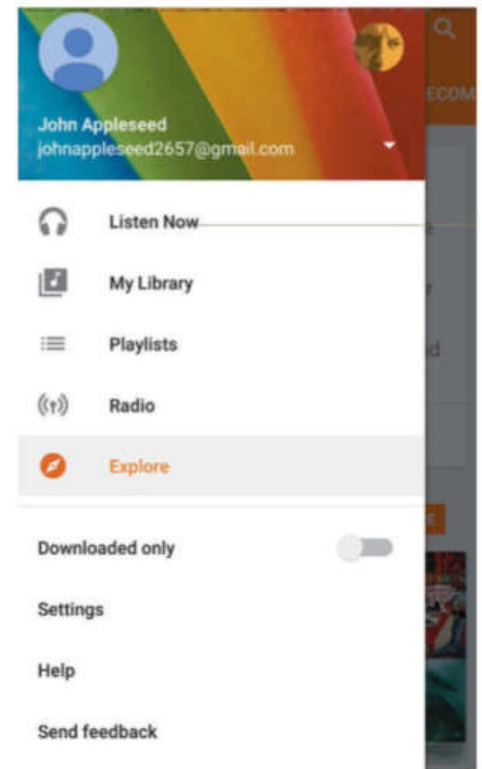
1: Time to subscribe

Open the Play Music app, tap the menu key and select Settings. Now tap 'Subscribe to All Access' and follow the screens to complete the process.



2: Select your genres

You will now be asked which genres of music you prefer and once you tap next, you will be asked to select some example artists.



3: Explore new music

Tap the menu key and then select Explore. You will be taken to the All Access area where you can view and preview millions of tracks any time.

A logical interface

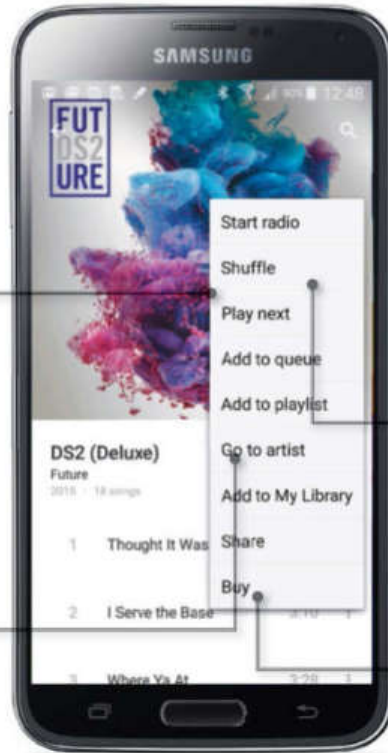
Keep your music with you

● Build your library

Tap this option when any album or track is displayed to immediately add it to your personal library. It will be available to stream immediately and will be logically organised for you.

● Create some playlists

You can build new playlists of your favourite tracks to listen to on the daily commute or when exercising. They make breaking down thousands of tracks very efficient and are actually quite addictive.



Multi-device access

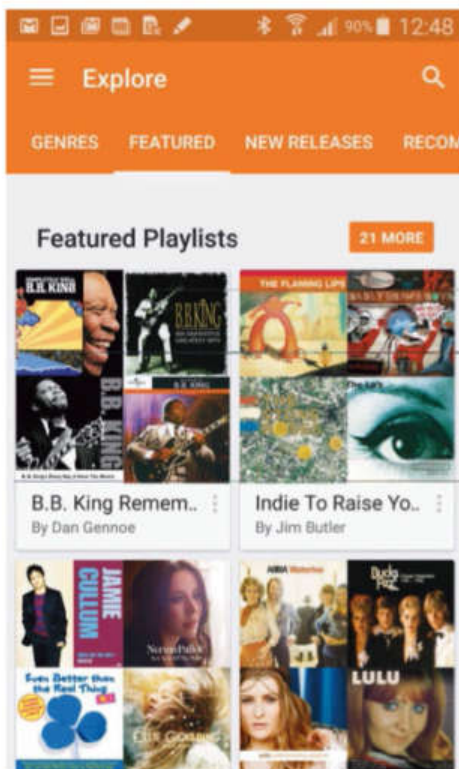
Once you have subscribed to Play Music All Access, you will be able to access and manage all of your tracks and playlists on an Android smartphone or tablet as well as in a web browser on your desktop PC. You can also import your iTunes library to stream the tracks you already own at any time.

● A digital radio

The Radio feature is well worth checking out and is potentially the best way to discover new music every single time you use the app. The streaming audio quality is also very impressive.

● Buy music

You can still buy music to listen to and keep forever if you decide to terminate your All Access subscription later. The prices are competitive compared to the other online music services.



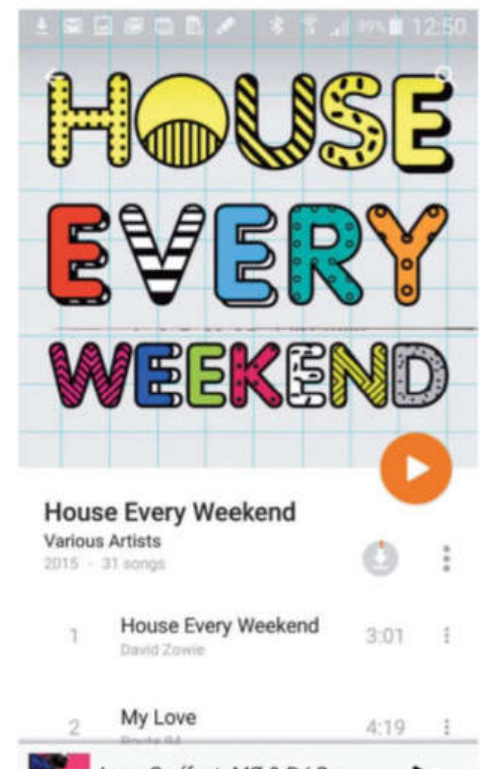
4: Use the tabs

The tabs at the top let you search tracks by genre, popularity and new releases. Don't forget the magnifying glass at the top to find specific music.



5: Your library

When you find a track or album that you want to listen to when on the move, tap the 'My Library' option just below the main artwork.



6: No internet connection?

Go back to your library and select the album or track you added to it. Tap the three dots and select 'Keep on device' to make it available offline.

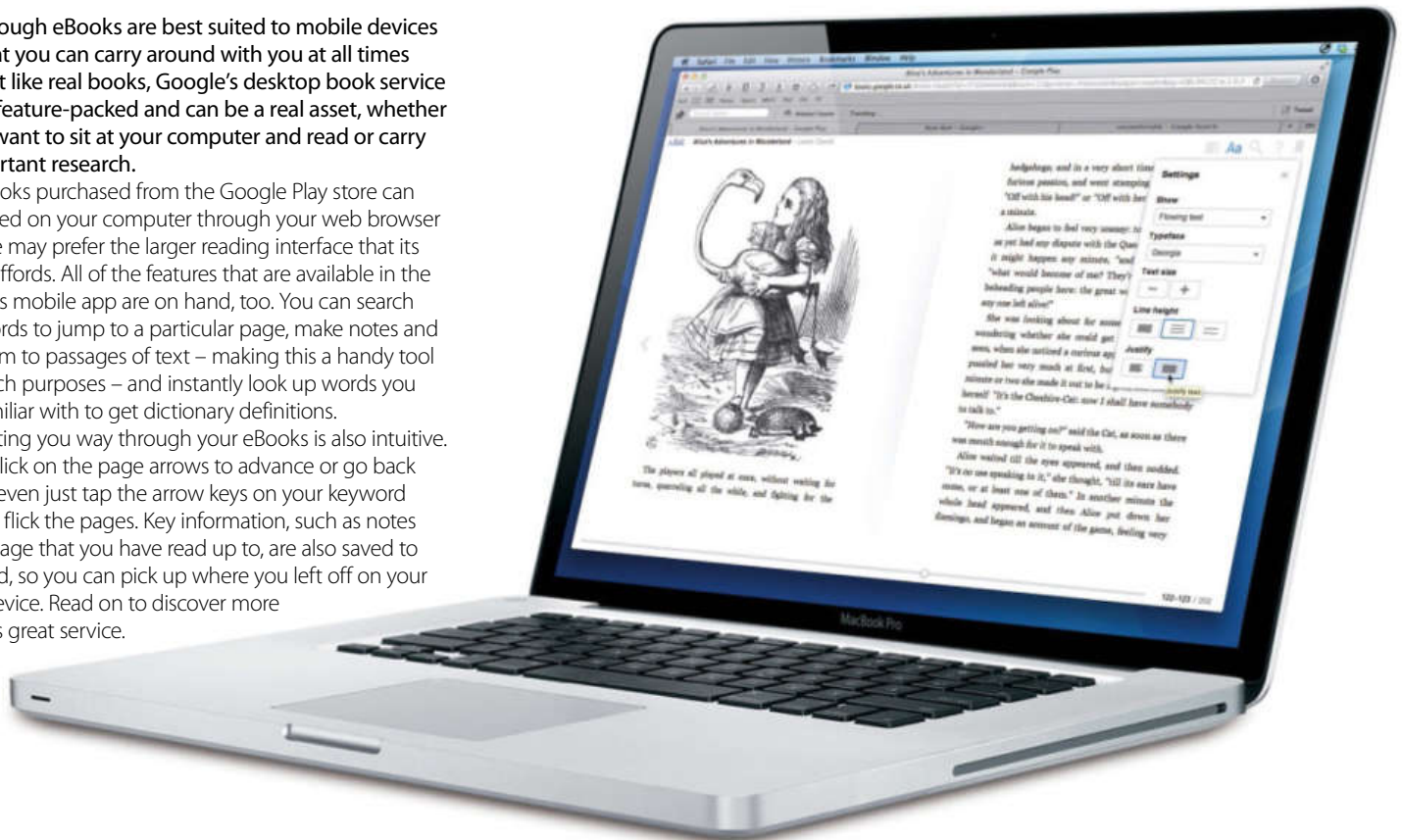
Search through and take notes in Play Books

We show you how to get the most out of Google's excellent eBook reading service

Although eBooks are best suited to mobile devices that you can carry around with you at all times just like real books, Google's desktop book service is just as feature-packed and can be a real asset, whether you just want to sit at your computer and read or carry out important research.

Any books purchased from the Google Play store can be accessed on your computer through your web browser and some may prefer the larger reading interface that its monitor affords. All of the features that are available in the Play Books mobile app are on hand, too. You can search for keywords to jump to a particular page, make notes and apply them to passages of text – making this a handy tool for research purposes – and instantly look up words you are unfamiliar with to get dictionary definitions.

Navigating your way through your eBooks is also intuitive. You can click on the page arrows to advance or go back pages or even just tap the arrow keys on your keyboard to quickly flick the pages. Key information, such as notes and the page that you have read up to, are also saved to your cloud, so you can pick up where you left off on your mobile device. Read on to discover more about this great service.



Your book options

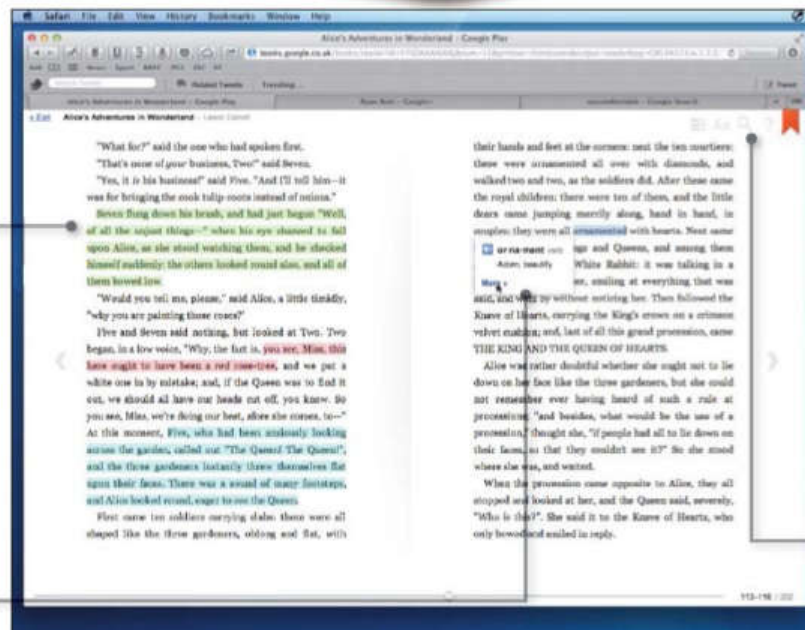
There is much more to do with the book than read it

Your notes

Any notes you create will be highlighted within the text with your chosen colour. Access your notes by clicking on the Contents icon in the top-right corner.

Instant definitions

Double-click on a word to bring up a dictionary definition. You can also listen to the word being spoken to help grasp the correct pronunciation.



Cloud syncing

It is worth remembering that anything to do with your Google books – such as bookmarks, notes and even the page you have read up to – is synced to your own personal cloud. This means that when you open the same book on your mobile device, all of your notes and bookmarks will be present and correct – perfect for when reading on the move.

Search engine

Search for terms in the book by clicking on the magnifying glass icon and then typing in keywords. The matches will be relayed to you in a list.



Play Books | Explore books on your computer



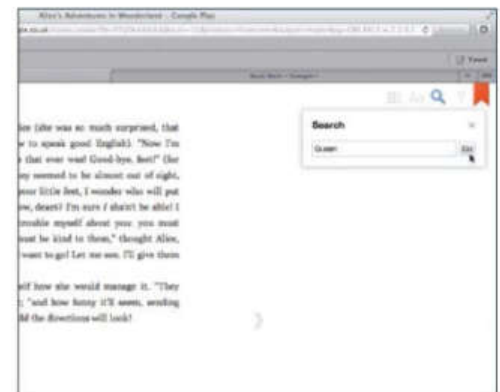
1: Go to your library

From the main Google page, click on More at the top of the screen and then choose Books. You can now opt to shop for books in Google Play, research a topic or go to your library. Choose the latter.



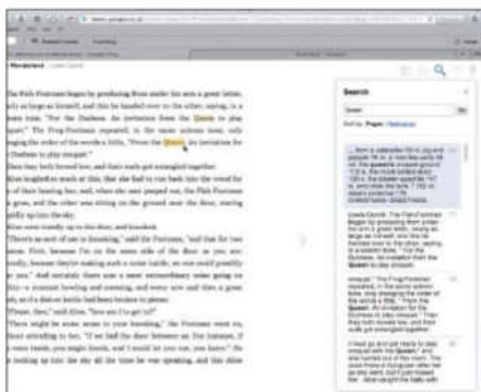
2: Open a book

From your library of purchased and downloaded books, move the cursor over the one you wish to start reading and a floating window will appear featuring an overview. Click on 'Read now'.



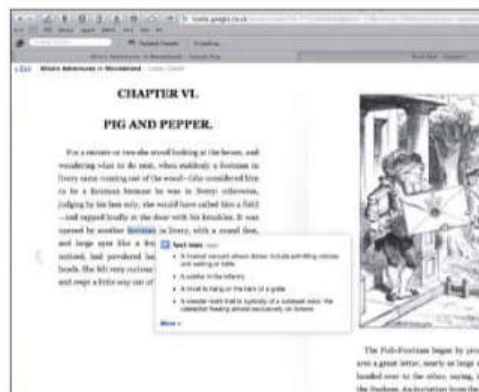
3: Start searching

To start searching for keywords in your book, click on the magnifying glass icon in the top-right corner of the interface and a small search window will appear. Enter your keyword and then click on Go.



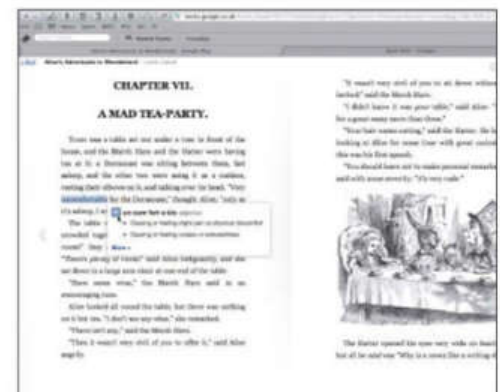
4: Review the findings

You will be presented with a list of passages of text that contain the keyword that you entered. Double-click on a passage to jump to that place in the book and the keywords will be highlighted on the page.



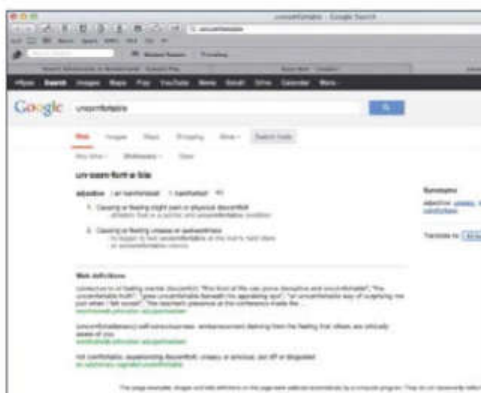
5: Get dictionary definitions

If you encounter a word in the book the meaning of which you are unsure of, then you can get dictionary definitions delivered in an instant simply by double-clicking on the word.



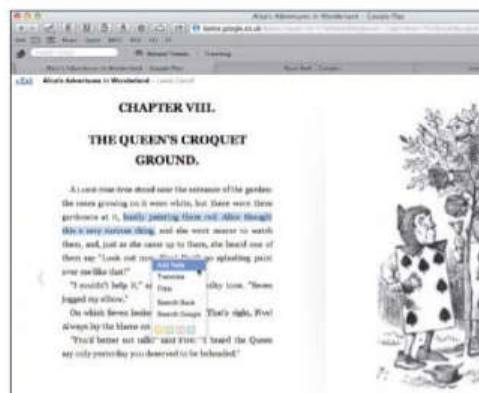
6: Learn the pronunciation

With most words you will be able to listen to the correct pronunciation of the word too. Simply click on the speaker icon and your computer will read the word aloud to you.



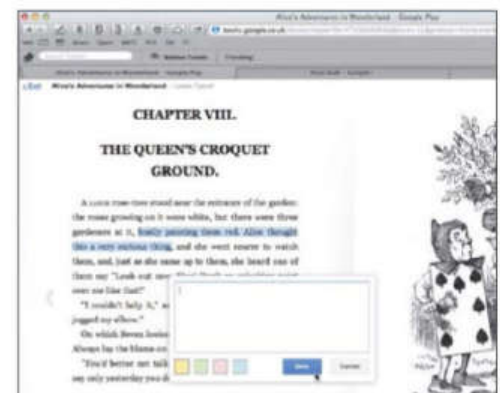
7: More information

If you click on the More link within the definition box then you will be able to access more information relating to the highlighted word, including web definitions and synonyms.



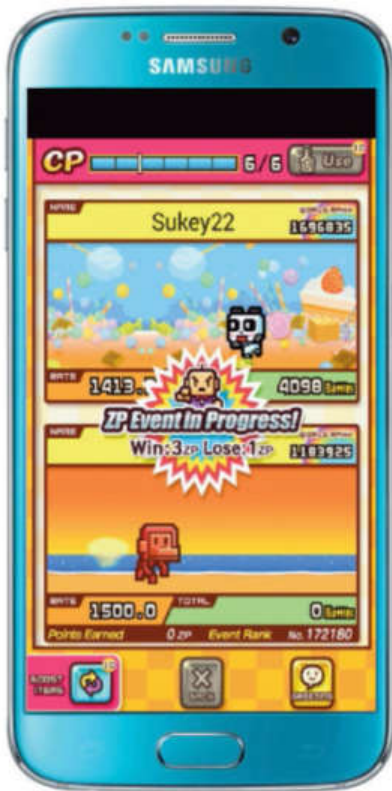
8: Add notes

You can also make your own notes in books, which is useful for research purposes. To make a new note, highlight a passage of text by clicking and dragging, then release to bring up a floating window.



9: Save and access notes

Click on Add Note and then write your own text into the window provided. You can then colour-code your note and save it. To access your notes, click on the Contents icon and choose Notes.



Play against your friends in a multiplayer game

Make your gaming infinitely more social by using the Play Games service to get online

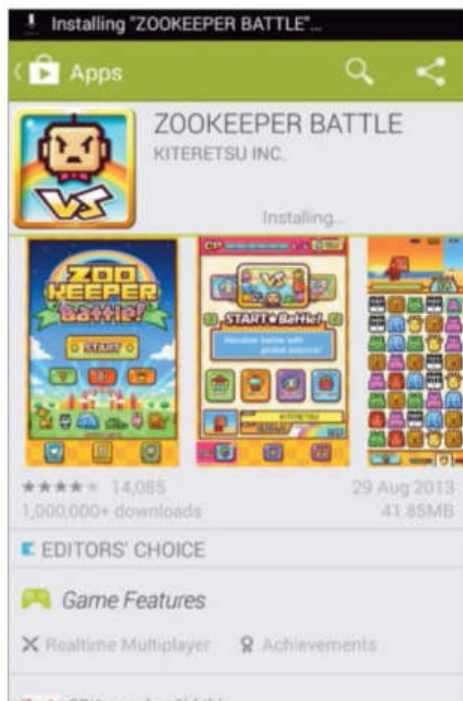
Slowly but surely, Google is making inroads into gaming so as to allow its Play Games service to compete with the other gaming platforms. The good news is that a lot of great games now support Play Games – but let us explain what this actually means...

Google's Play Games enables you to log into your Google+ account from within the game and access lots of new features. These features include multiplayer, online leaderboards and achievements – which, respectively, allow you to compete directly against your friends online, compare scores with the best in the world and earn rewards for performing feats in the games. Multiplayer is the star attraction, as you can send an invite to any of your friends who are currently online and hook up to play them live within a minute or two. Like other gaming platforms, it turns gaming into a social event and is certainly preferable to competing against computer opponents with very questionable AI.

With greater social network integration, you can also share your progress to your Google+ circles, Facebook friends or Twitter followers, as well as post messages from within the framework of the game. All that's missing is a main social gaming hub, but we're sure that will follow soon enough. In the following tutorial we will guide you through the process of accessing the Play Games features within your games.

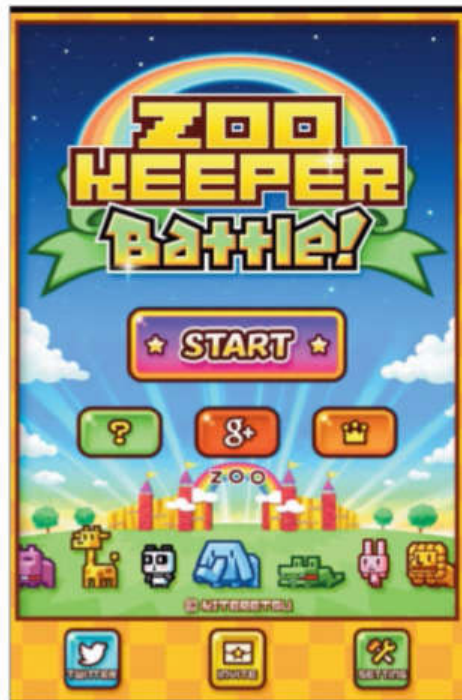


Play Games | Go head-to-head with your mates



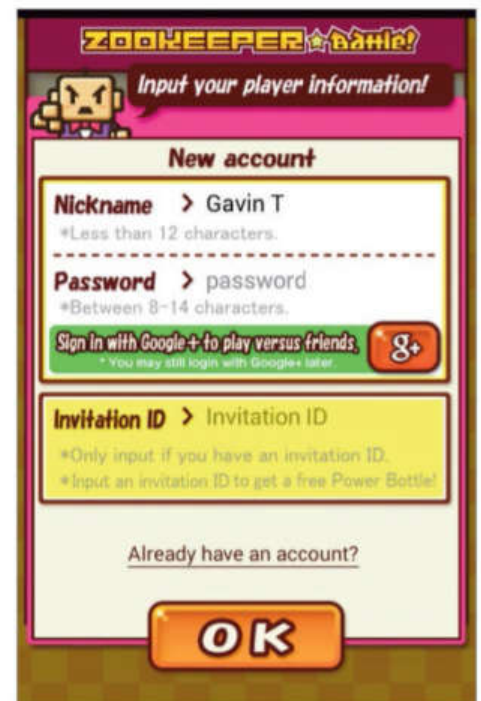
1: Load a game

Go to the Google Play store and find yourself a multiplayer game. The overviews should tell you everything you need to know and lots of multiplayer games are free. When you find one, download and install it.



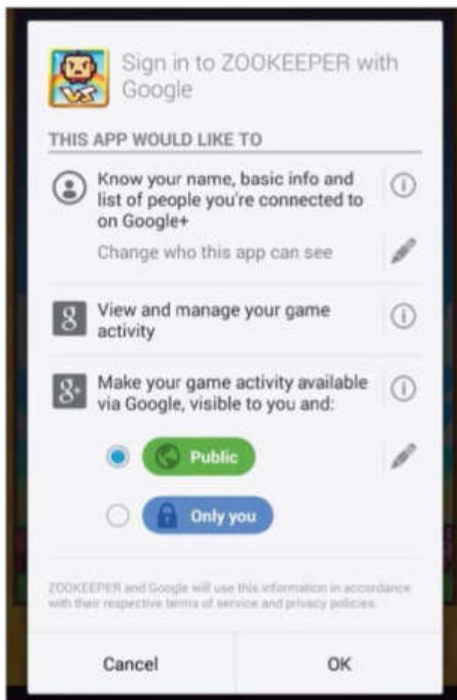
2: Select multiplayer

Once the game has downloaded and installed on your device, launch the game and then go to the main menu (the one that lists the various options open to you the first time you play it). Find the Multiplayer option and give it a tap.



3: Sign in

To enable multiplayer, leaderboards, achievements and more, you will need to sign into your Google+ account when prompted. Choose the Google account you wish to tether and then tap on OK.



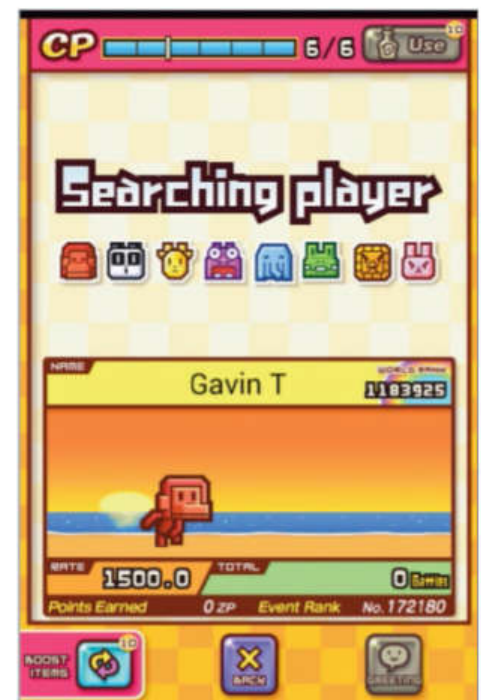
4: Agree to requests

The app will flash up a notification asking permissions to obtain basic information from your Google account. When you have read and understood the request, tap on the Next button to proceed.



5: Welcome to multiplayer

When the game resumes, you might be greeted with a message confirming that the signing-in process is complete. In any case, you can start exploring the multiplayer mode and the various options within it.



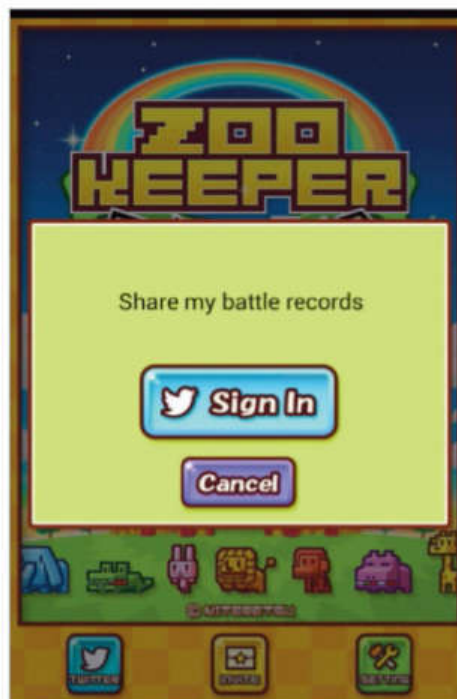
6: Pick an opponent

The app will scan your contacts for opponents. Scroll through who is available (you will see who is currently online and who isn't) and then tick the checkbox for an opponent, if you have the option of choosing. Once done, tap the Play button.



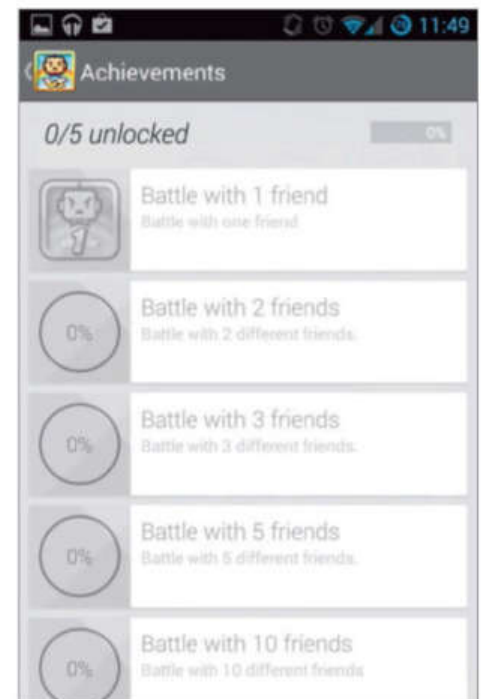
7: Unlock achievements

When you perform certain tasks and feats in the game, you will earn Achievements. These give you points that are linked to your Google account and serve as an ongoing score for your friends to compete with.



8: Share your progress

Whenever you do anything of note within the game, and usually on the game's home screen too, you will see an option to share with your friends via Google+, Facebook and Twitter. Tap an option and then review the message.



9: Compare scores

When playing while signed into your Google account, you will be able to access the online leaderboards, or extra multiplayer achievements. With these you can compare scores in a variety of categories to see who has bragging rights.



Set up and start using Google Chromecast

Stream online movies, TV shows, music and much more to your TV using an accessory that you will rarely see

Chromecast is an incredibly cheap device which can completely change the way you watch online content. It is a simple dongle that attaches to an HDMI port on an HDTV and also to your Wi-Fi connection. A free app is then required to connect all of the pieces together to give you a home or office streaming set-up that lets you send unlimited content to the bigger screen. Apps like YouTube, BBC iPlayer and Play Movies are supported, and the process to send your content to the TV is as simple as tapping one icon. It all happens immediately, is very reliable and will quickly become a 'necessary' part of your entertainment system. Here we will detail the set-up process, which has been kept as short and simple as possible, and will also show you how to find new Chromecast-compatible apps and deal with connection problems. Chromecast is Google's answer to Apple's TV offering, but it is much cheaper, compatible with more devices and potentially a better fit for some people. If you own an HDTV and an Android or Apple phone or tablet, you really should try Chromecast. You will be surprised at what it's capable of.

"Connect all of the pieces together to send unlimited content to the bigger screen"

Minimal menu options

Every part of Chromecast is obvious

• So many apps

The list of apps that support Chromecast is growing all of the time, and you may be surprised at just how varied the selection is. Your mobile device can become your main entertainment hub.

• Send your screen

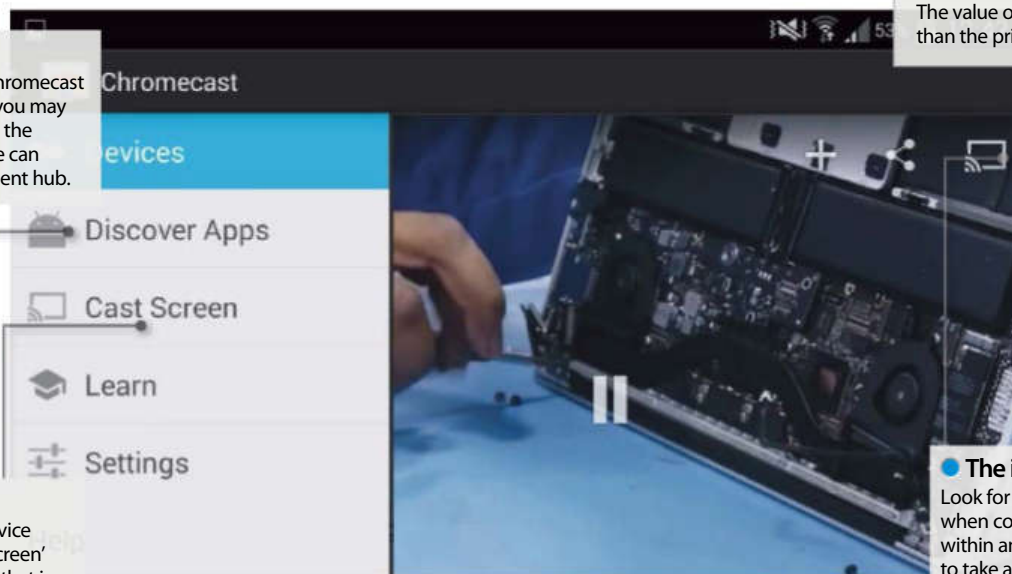
You can mirror your mobile device screen by selecting the 'Cast Screen' option. It will show everything that is happening on your phone or tablet on the TV in much greater detail.

Flexibility is built in

Chromecast does not just work with phones and tablets. It can also be set up to work on laptops and desktop PCs, and can potentially create an easy-to-use and scalable home or office streaming system. The value of the system is way more than the price may suggest.

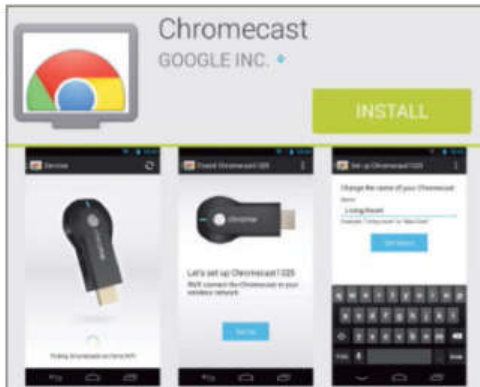
• The icon

Look for the Chromecast icon when content is being displayed within an app and you will be able to take advantage of Chromecast by simply tapping it. It really could not be easier.





Chromecast | Set up Google Chromecast



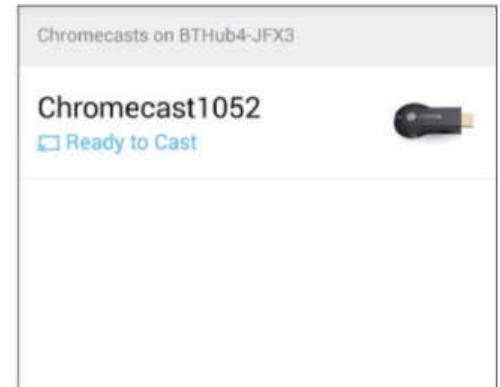
1: Grab the app

The first thing you will need to do is to download the Chromecast app for your phone or tablet. Go to Google Play or the iTunes App Store and download and install it as normal. The app is free.



2: Connect the hardware

You now need to connect the hardware. Plug the Chromecast in to a power source and connect the HDMI lead to your TV. It should now find your Wi-Fi and show the Chromecast home screen.



3: Ready to cast

In the mobile app, you will see your Chromecast listed with a 'Ready to Cast' option. This means that it is now connected and ready to use whenever you wish to stream or mirror mobile content.



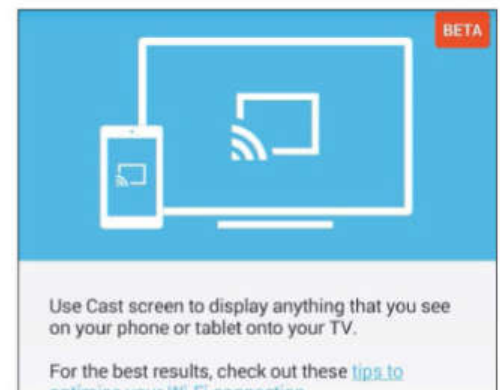
4: The Chromecast icon

If you now open the YouTube app on your device and start playing a video, you will see a small Chromecast icon at the top. It will display in all apps that support Chromecast. Tap it to continue.



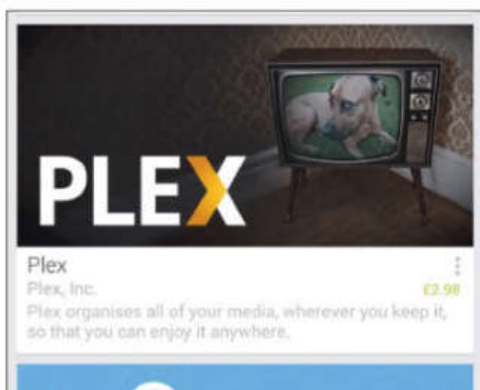
5: It's now streaming

The content will immediately jump to the TV that is connected to the Chromecast. The quality will be high and it will continue to play from the point you pressed the icon on your phone or tablet.



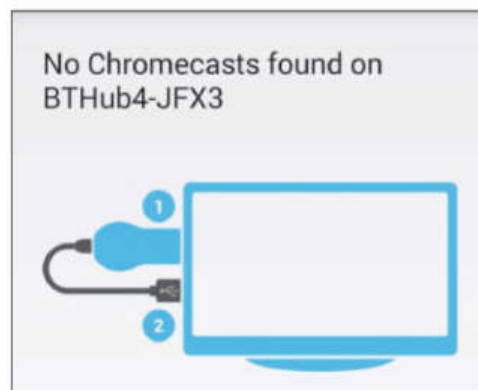
6: Casting your screen

There is also an option within the Chromecast app that lets you mirror what is on your mobile device screen. It will be displayed on the TV in much larger form and is useful for games and showing apps.



7: Create a hub

To make your mobile device a hub for all of your entertainment, tap the 'Discover Apps' option in the Chromecast app menu to see which apps support the accessory. The number is growing very quickly.



8: Solving connection problems

If you find that your mobile device cannot see the Chromecast, try closing the app and then unplugging the Chromecast. Plug it back in before you open the app again and it should work fine.



9: No real settings

The system is built so seamlessly that you will likely not need to visit the settings screen. You can leave it set exactly as it is and the set-up process should continue without any problems at all.

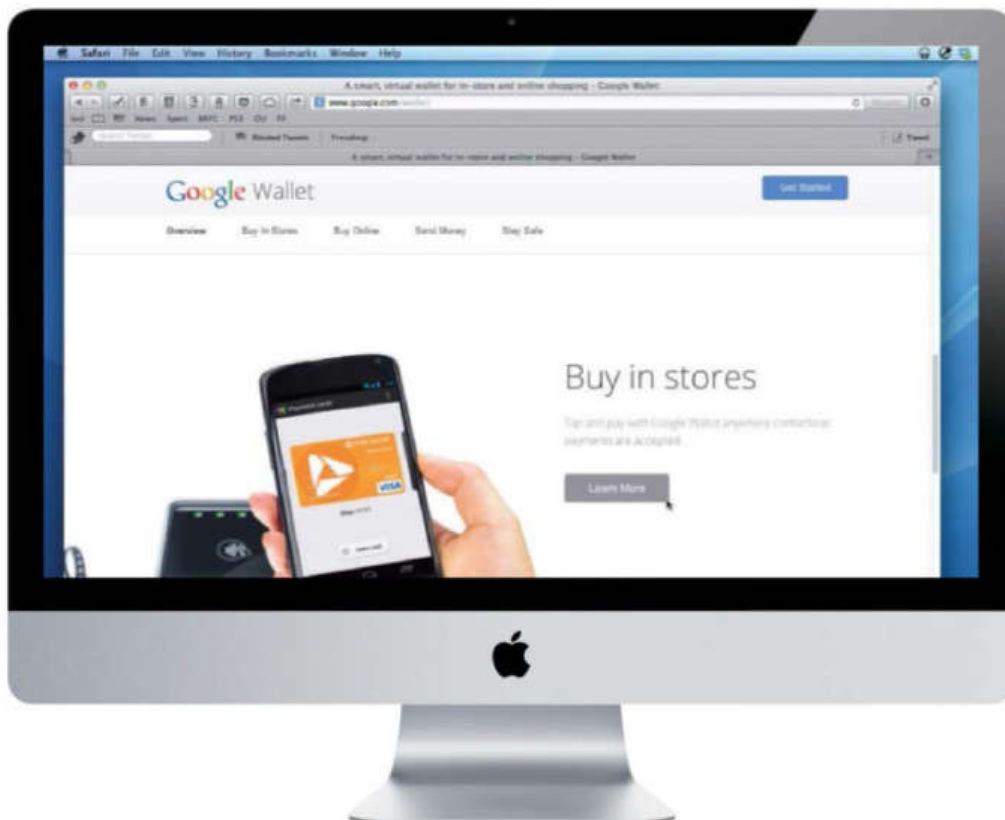
Set up Google Wallet in order to pay for purchases

Buy with confidence online – and even on the high street – with Google’s wireless monetary system

It has never been easier to shop online, and Google is making strides to ensure that it gets easier by the minute. If you have ever bought anything from the Google Play store, such as an app or music track, then you will have already put your payment details in place when setting up your account. Google Wallet provides you with a useful platform to carefully monitor your online transactions so that you can scrutinise every outgoing payment and know exactly what you bought and on which date (we wouldn’t want small children buying on our behalf, after all...)

Through Google Wallet you can also change certain aspects of your payment details, including the default billing address and registering extra debit or credit cards to use through your account. If you have the correct model of phone, you can get Google Wallet on your device and use it as a payment method in any high-street shop – sending a shiver down the spine of every traditional wallet merchant in the process!

In this tutorial we fully introduce you to the Google Wallet service and explore the many things that it allows you to do.



Your payment system

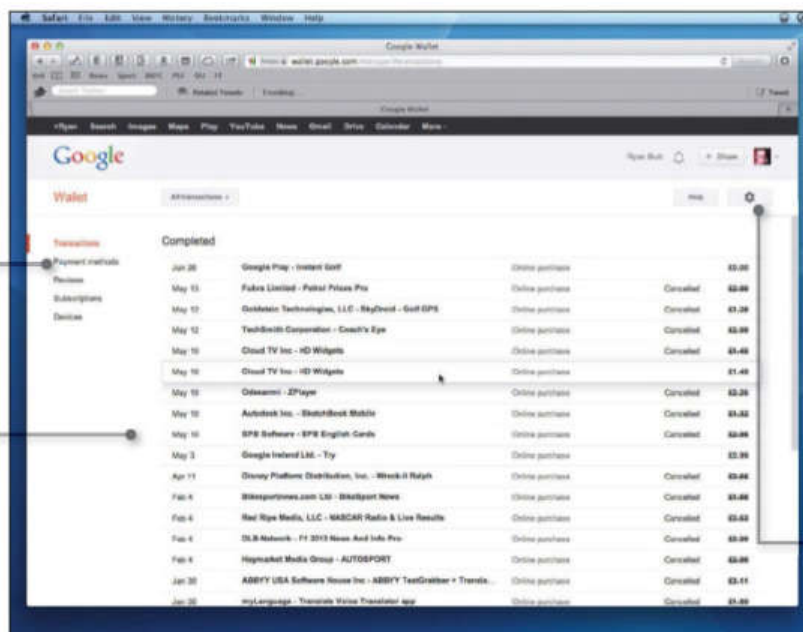
Use Google Wallet to buy online with confidence

Payment methods

You can assign any credit or debit card to your Google account. Simply click on this link to access the main page and then click to add more.

Your recent transactions

All of your recent transactions will be listed on the main Transactions page. Here you can see which products you have bought or cancelled and when.



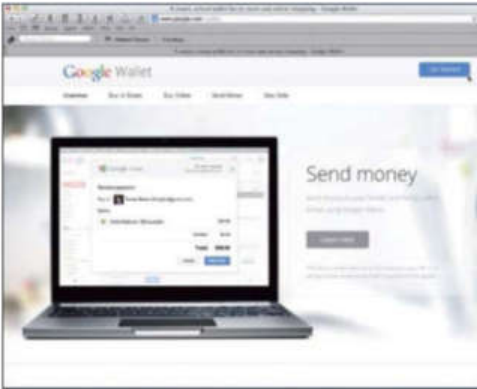
Read all about it

Google Wallet is a very useful tool, so why not take a few minutes out to read up on its various functions? Go to www.google.com/wallet/ and then scroll down to discover the many benefits the service affords you. You can also click on Learn More to go into specifics – such as getting Google Wallet on your mobile device.

Account settings

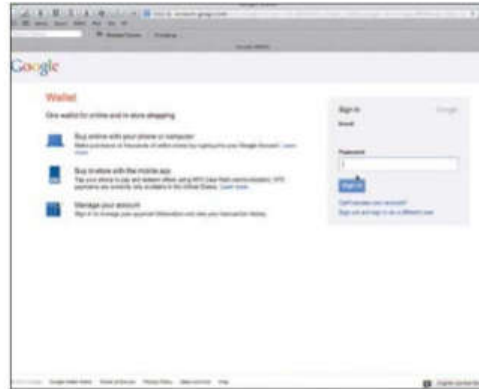
Click the cog icon to go to your Google Wallet settings. Here you can change billing addresses and other info relating to your account.

Wallet | Get to know your wallet



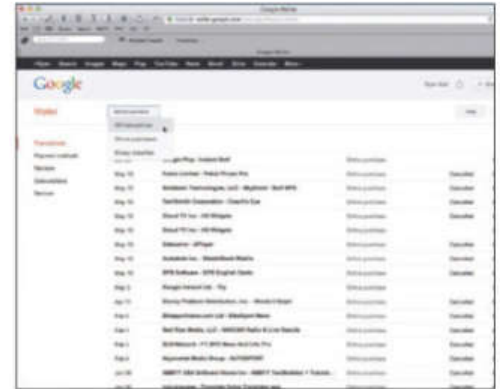
1: Go to Google Wallet

Point your browser to www.google.com/wallet/ and then click on the Get Started button in the top-right corner of the interface. This will take you through to a sign-in screen.



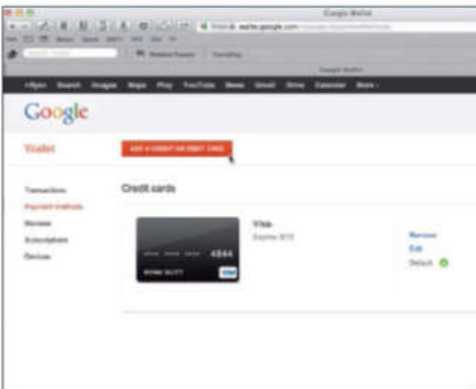
2: Sign in

Sign in using your Google email address and password, to be taken through to the main Google Wallet management screen. Start exploring the page and get to know the various options on offer.



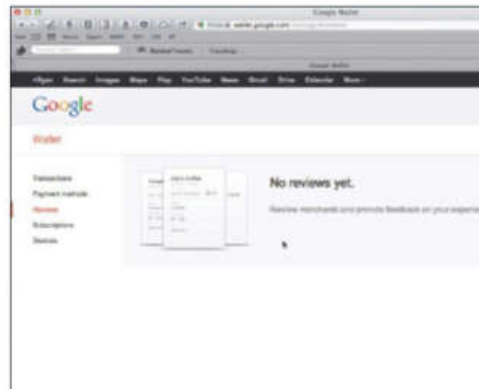
3: Review your transactions

The default category, Transactions, lists all of your recent purchases through Google's various services. These could include songs, films, TV shows, books and apps for your Android device.



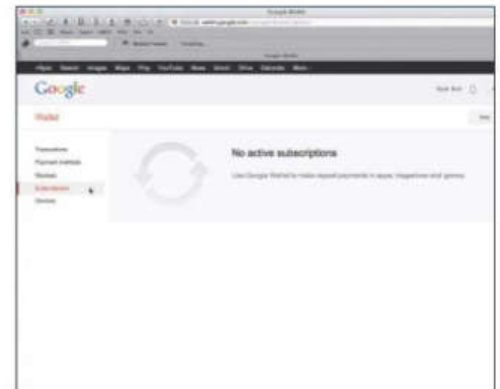
4: Payment methods

Click on 'Payment methods' and any cards that you have already tethered to your Google account will be listed. To add more cards, click on 'Add a credit or debit card' and then enter all of the required info.



5: Your reviews

When buying online, you can't tip for an efficient and speedy service, so why not do the next best thing and write feedback for the merchant? Click on Reviews to see any that you have written.



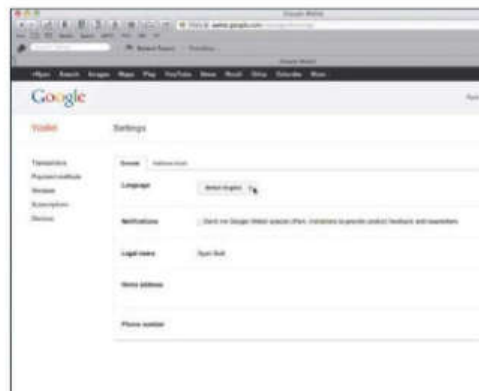
6: Your subscriptions

If you have active subscriptions through Google Play, click on Subscriptions to review them. Here you can see which subscriptions you have and manage them all from this screen.



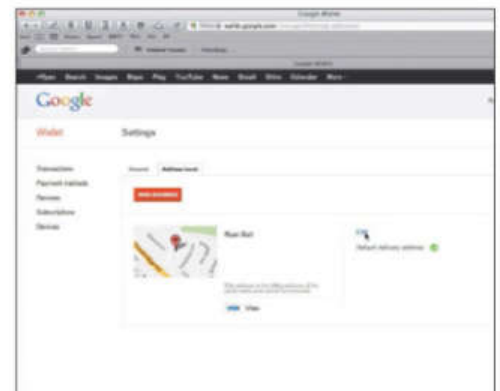
7: Your devices

You can install the Google Wallet app on some devices, then use it as a quick and easy means of paying anywhere you go. Click on Devices to see devices are currently tethered to Google Wallet.



8: Wallet settings

If you click on the cog icon in the top-right corner of the screen, you'll be able to access your Google Wallet settings. Here you can change the language, get notifications and edit other personal details.



9: Address book

Click on the 'Address book' tab while at the Settings screen and this will display your current address to which your payment details are registered. You can add extra delivery addresses on this screen.

Use the Google Search app to go shopping

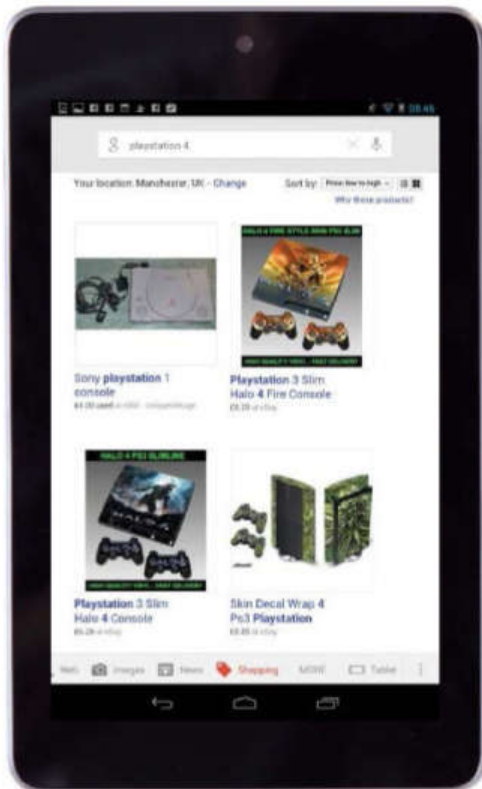
Discover how easy it is to shop online using just your mobile phone or tablet device

The Google Shopper app used to be an amazing way to buy products on your mobile phone. You were able to save items to a shopping list that would sync across devices, share that list and even use your camera to scan covers or barcodes to find products at the very best prices. All of this is in the past, however, since Google has decided to axe the app, migrating people to Google Search instead.

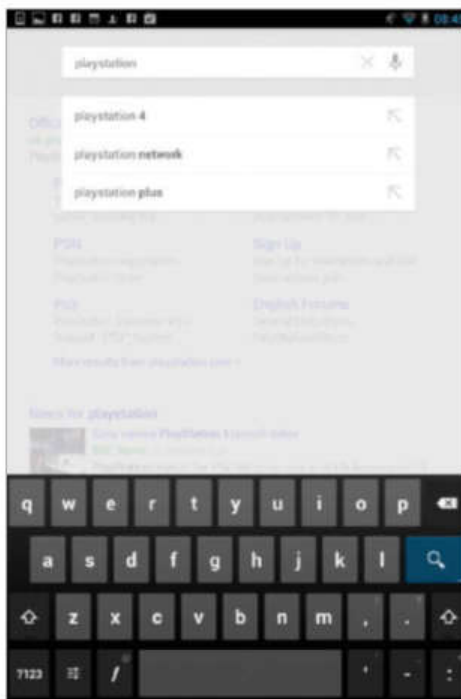
It is fair to say that, as yet, Google Search is not as comprehensive, but it remains incredibly useful. You are able to use the built-in search engine to tap in keywords and get instant matches for the products that you are searching for. The results can be displayed according to cost and you can decide how you want them to appear on screen.

Not only are the results tailored to fit your locality, but they carry reviews too and you can see at a glance how much something will cost, including delivery. It's worth bearing in mind that the results are weighted and depend, in part, on the merchants paying Google to be included in them. However, you are still able to get a good flavour of the market and view multiple products and retailers at once.

It makes for rather painless shopping without having to hop from website to website, so we'll guide you through the process of using it here.

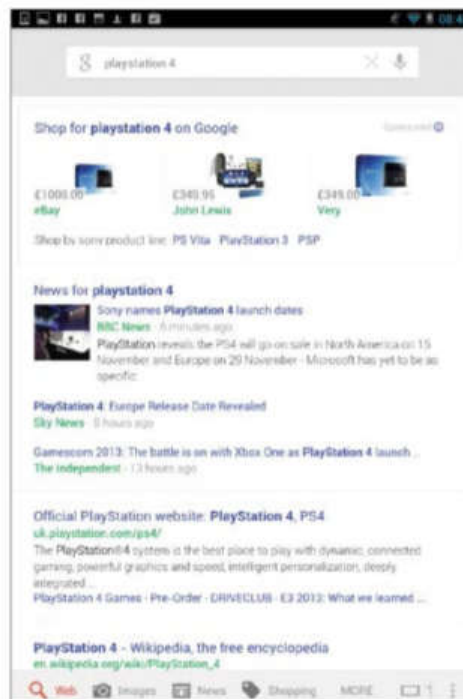


Search | Shop for products via Google



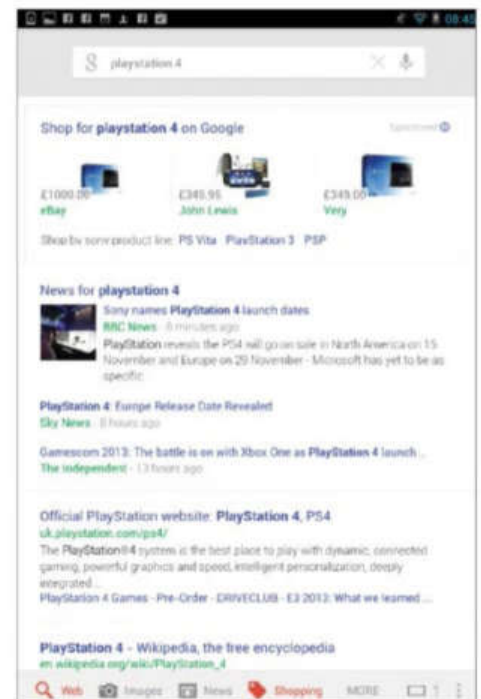
1: Start shopping

Type the name of the item you would like to buy into the search engine at the top of the screen. Possible product matches will appear below the search field as you type. If the item you want is shown, tap it.



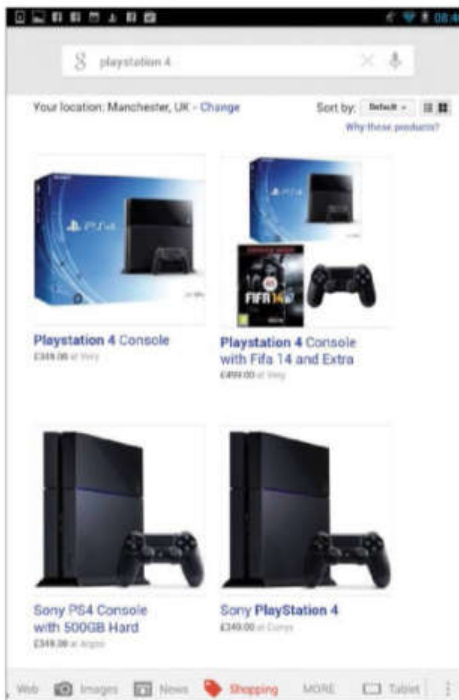
2: See the results

Google Search will show you all references to the product you searched for. It will display related webpages and news if available. At the top of the screen will be a list of products, together with other suggestions.



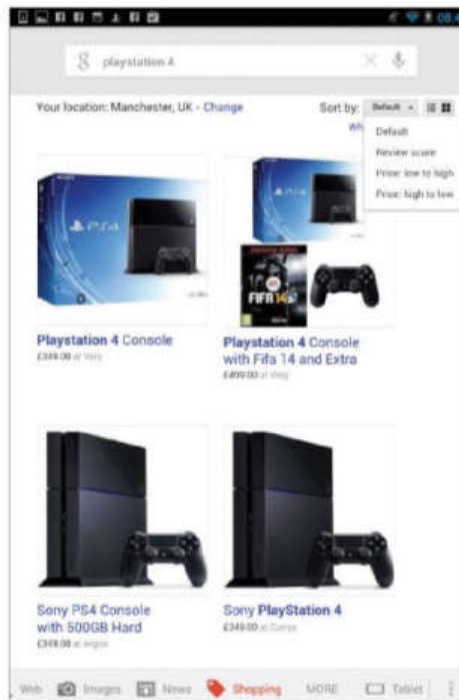
3: Tap the Shopping tab

We want to see more refined results that display stores from which we can buy our desired product, as well as their prices, so tap on the Shopping tab (with price tag icon) at the bottom of the screen.



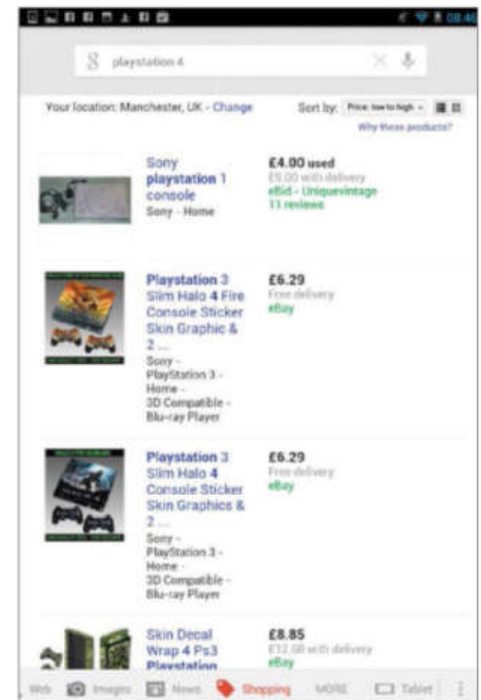
4: View the products

Google Search will show you a selection of stores which are selling the product that you are looking to buy, together with images of the product and the various prices. Scroll down by swiping with your fingers.



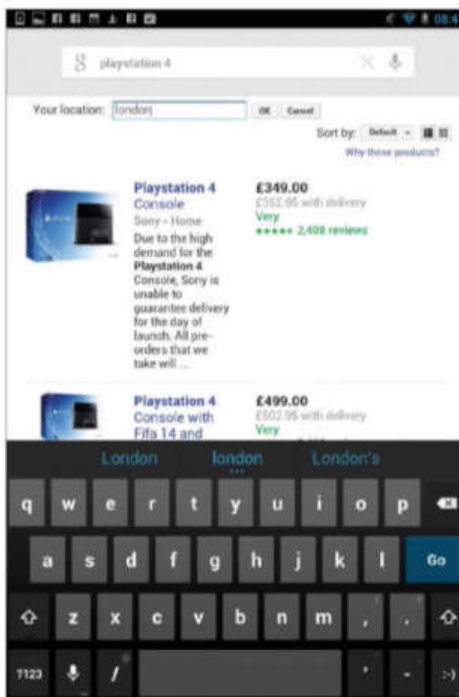
5: Results order

If you want to rearrange your search results then tap on Default next to 'Sort by'. A drop-down menu will then let you choose in what order to list the results: by review score or by price (low to high, or high to low).



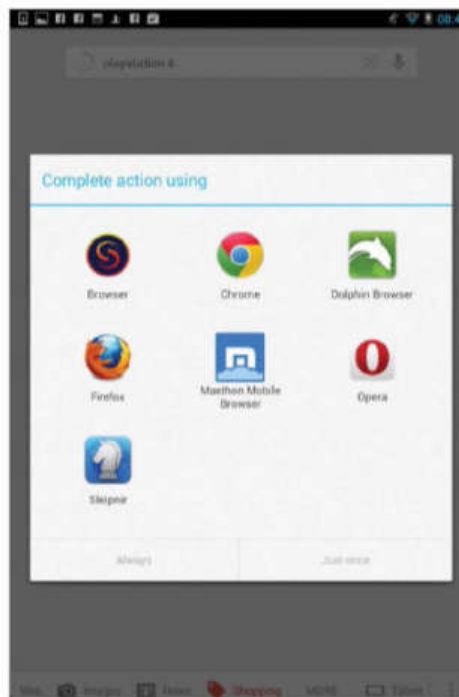
6: Change the view

There are two options to the right of the 'Sort by' drop-down menu, which let you display the results in one of two ways. You can choose to have results displayed in two columns or a single column.



7: Alter the location

Single-column view is more comprehensive and it includes delivery information and the first sentence of the item's description. Check, though, that the item is in your locality. Alter this by tapping Change next to 'Your location'.



8: Choose an item

When you are ready to find out more about an item with a view to purchasing it, tap the product and choose the web browser you want to display it in (if you have more than one). After selecting, press either Always or 'Just once'.



9: Buy the item

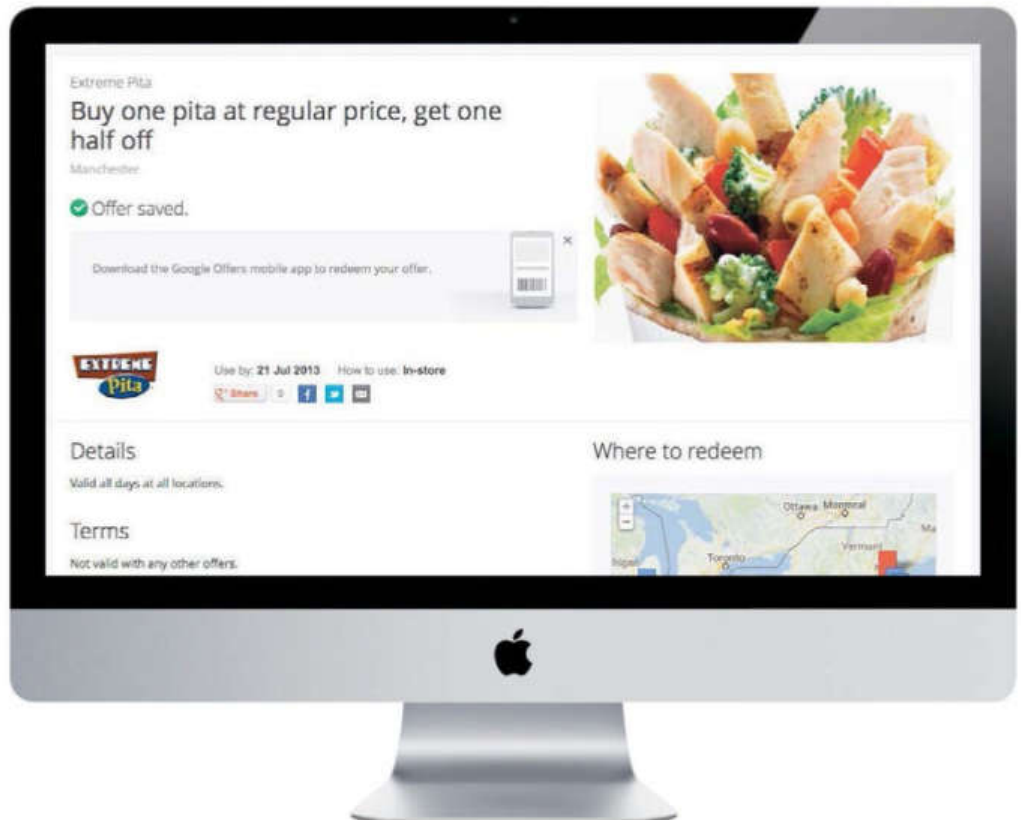
Google Search then takes you to the retailer's website. You will be directed straight to the product's page. Add the item to the basket, check out and pay. Tap the Back button to return to the results page.

Save money by using Google Offers

Google Offers can save you money on thousands of services with just a couple of quick clicks

Google Offers is designed to open your eyes to some of the discounts that retailers offer from time to time and it is a service that is growing very quickly. If you are in possession of a Google account, you will have a dedicated Offers page where you can save each offer you see, and you can then redeem them by accessing each on a smartphone and presenting them in person. The entire process is as simple as you could hope for and makes a mockery of the old days of cutting out coupons from magazines. The service is still in a fairly early stage, however, so you may need to search a little harder than expected to find the offers you want and not all countries are supported at this time. It is still worth getting to know how it works now, though, and you may be surprised at how much money you can save if you use it wisely.

In this tutorial we will explain where to find the offers and also how to redeem them. We will also show you the options available and how to best utilise the huge amount of detail available. Crucially, each offer will show a location, a handy map and full instructions on how to redeem it.



All of your offers

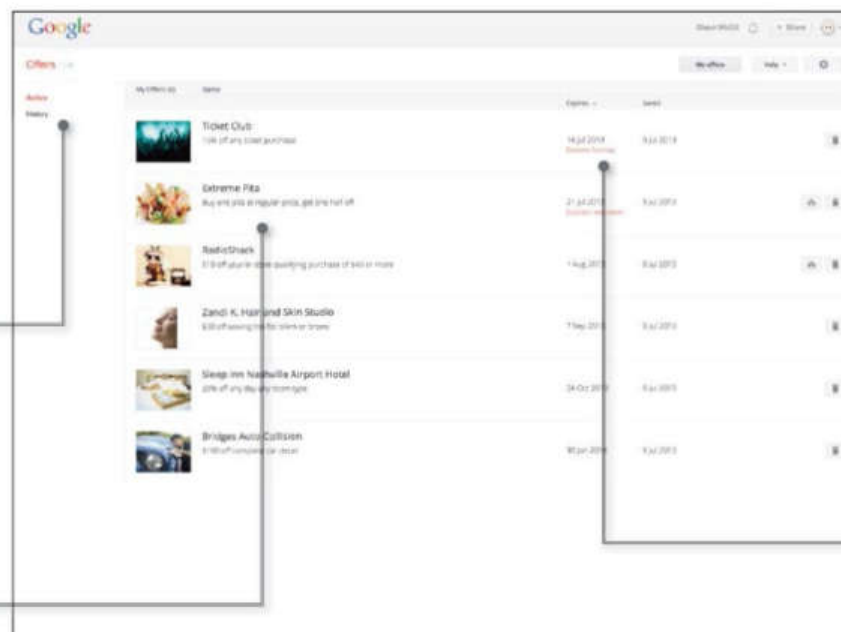
A look at the Google Offers page

Your history

A historical list of all of the offers you have used and the ones that have expired is available by clicking this link. It is a useful resource.

Detailed offers

Each offer you save is listed and will present all of the detail you require to use it when clicked. The process is incredibly efficient.



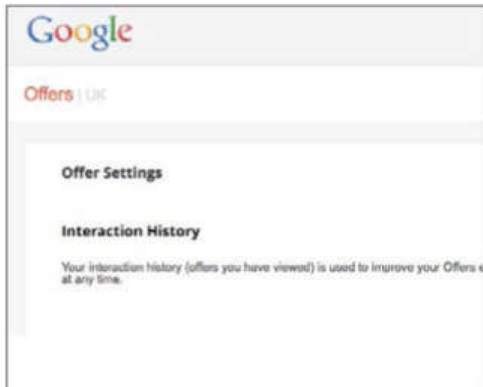
Getting there

Google Offers is not currently available in every country, as Google is gradually rolling out the service so that it works as efficiently as possible. You can still take advantage of some of the offers if you have the ability to pay in foreign countries, but you should be aware that not all of the offers will work for you every time.

Catch them

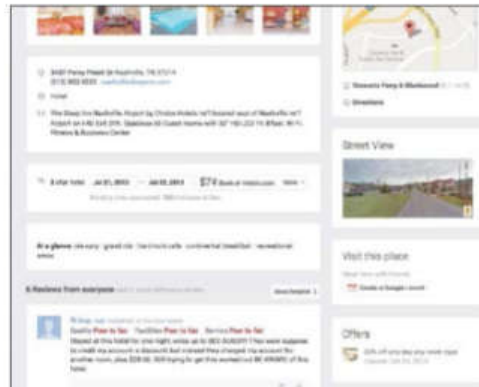
If an offer is expiring soon, you will see some red text warning you to take advantage of it. The expiry date sorting will help you manage them all.

Offers | Benefit from free Google Offers



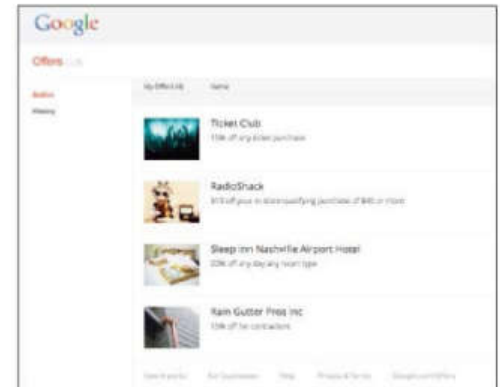
1: It's set up

To check that your account is enabled for Google Offers, go to www.google.com/offers and follow the instructions you are given. It is likely that your account will be up and running already.



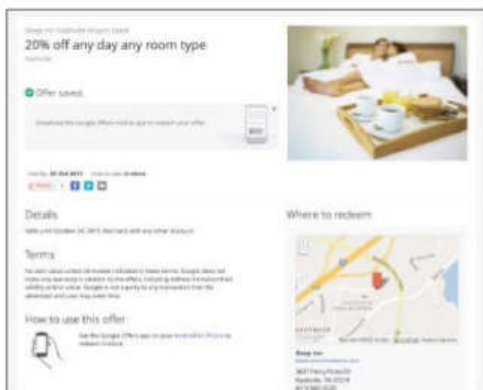
2: Look for offers

When you are on the Google+ business page of a company, you may see an offer available. They are not always obvious, but there should be an 'Offers' option to the right that you can click to use it.



3: A handy list

Go back to your Google Offers page, detailed in step 1, and any offers you have selected will be shown in a list for you to deal with. They are saved in the background.



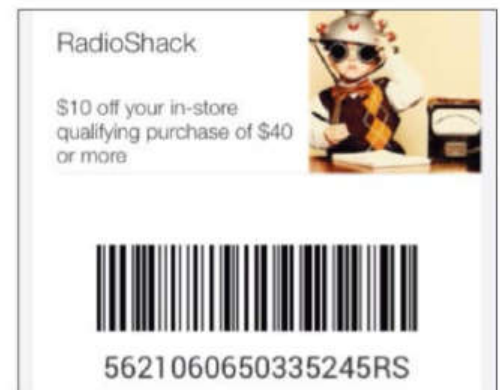
4: Offer details

Click on an offer in your list and you will be presented with details on how and where to redeem the offer. Full location details and a map are also included.



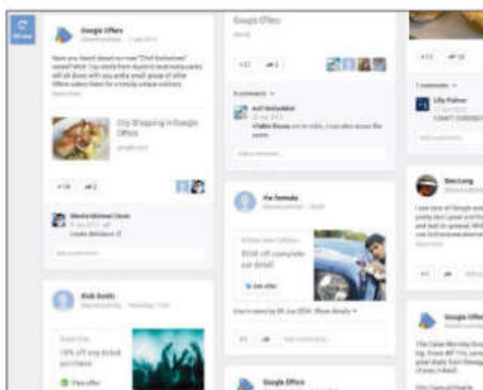
5: Use an app

To redeem offers in shops and other locations, you will need to use the Google Offers Android or iOS app. Simply sign in and your offers will be available when mobile.



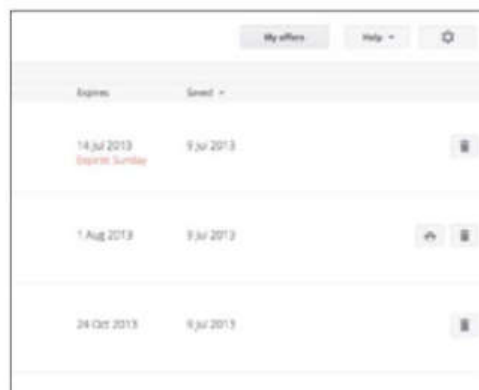
6: The barcode

On your mobile device, clicking a link will bring up a screen with a barcode that can be used to redeem the offer. The process uses smartphones very effectively indeed.



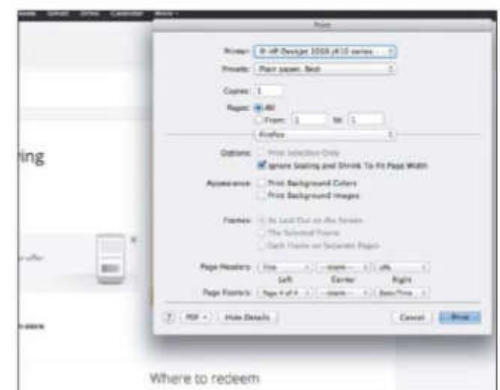
7: Get more offers

Google+ is a very fruitful destination for finding new Google Offers and no matter what you are looking for, a selection should pop up for you to take advantage of.



8: They do expire

Back in your Offers page, you should check the expiry dates for each of the offers. They can be listed in expiry date order to help you manage each one and catch them while valid.



9: Paper copies

In addition, some offers can be printed and redeemed in shops if you do not have access to a phone. Most, however, require a smartphone to make the most of them.

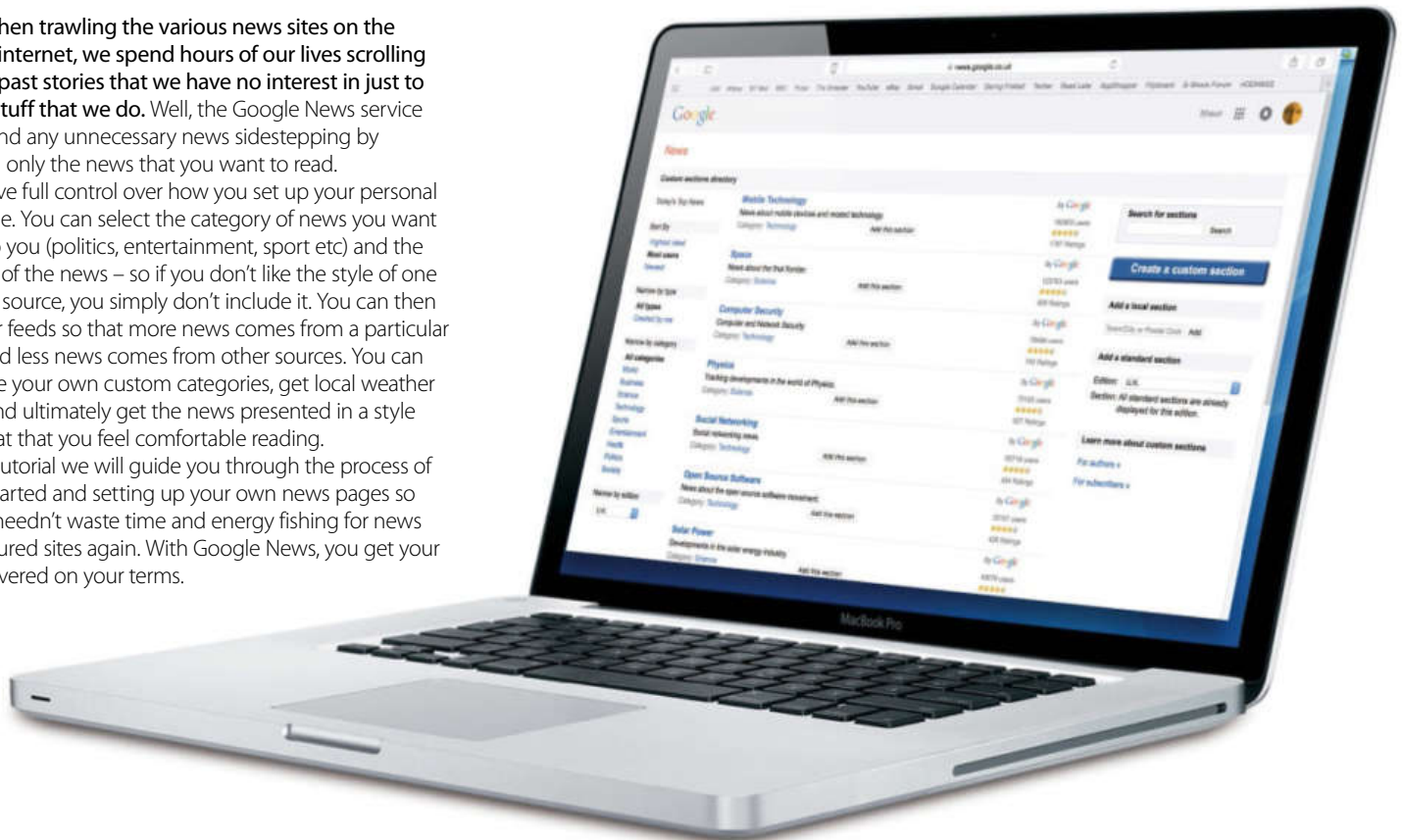
Arrange a personalised Google News feed

Google News delivers only the news stories that matter most to you

When trawling the various news sites on the internet, we spend hours of our lives scrolling past stories that we have no interest in just to find the stuff that we do. Well, the Google News service gets around any unnecessary news sidestepping by delivering only the news that you want to read.

You have full control over how you set up your personal news page. You can select the category of news you want relayed to you (politics, entertainment, sport etc) and the providers of the news – so if you don't like the style of one particular source, you simply don't include it. You can then tailor your feeds so that more news comes from a particular source and less news comes from other sources. You can also create your own custom categories, get local weather reports and ultimately get the news presented in a style and format that you feel comfortable reading.

In this tutorial we will guide you through the process of getting started and setting up your own news pages so that you needn't waste time and energy fishing for news in unfavoured sites again. With Google News, you get your news delivered on your terms.



Your personal news page

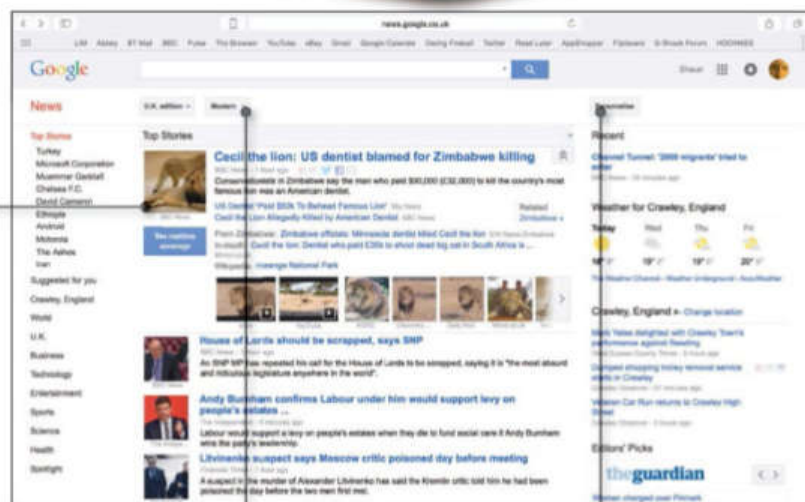
Getting Google to deliver the news that matters to you

Your news

You can determine what news you receive and the top stories will be shown in the main window for you click on.

News views

Click on this drop-down menu to alter how your news is presented. There are four different styles to choose from.



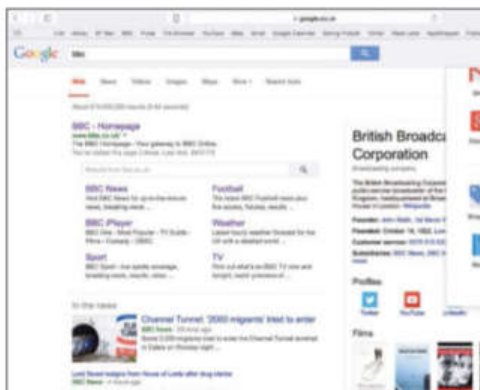
Advanced settings

While in settings, click on Advanced to go into more detail. You can then add extra news sections and even create your own custom ones. You can personalise your Google News homepage by creating Custom Sections from your favourite searches and mixing and matching existing standard sections.

News settings

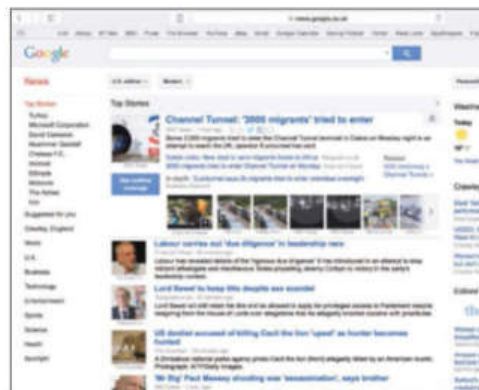
Click on this cog icon to change various settings relating to your news sources. Use the sliders to prioritise the news and then click on Save.

News | Prepare your own custom news page



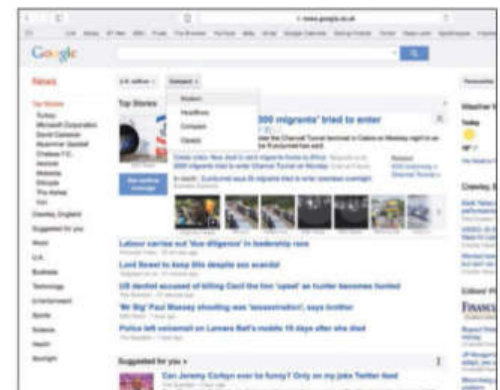
1: Access Google News

From the main Google screen, ensure that you are logged in and then click on the More menu on the top bar. Next, click on 'Even more' and then click on News, which is listed in the Media section.



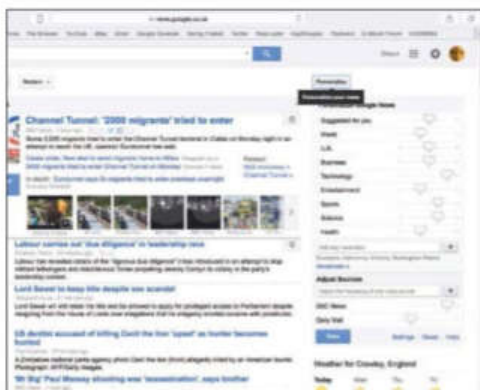
2: Your news page

The Google News page will comprise the world's top stories and you can use the drop-down menus on the top bar to choose a country of origin and the style in which the news is presented.



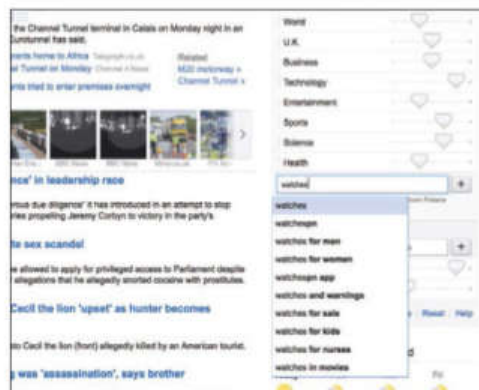
3: Choose your style

Click on the 'Select news view' drop-down menu and then choose from the four styles available to determine how the news is presented on the main page. By default it will be set to Modern.



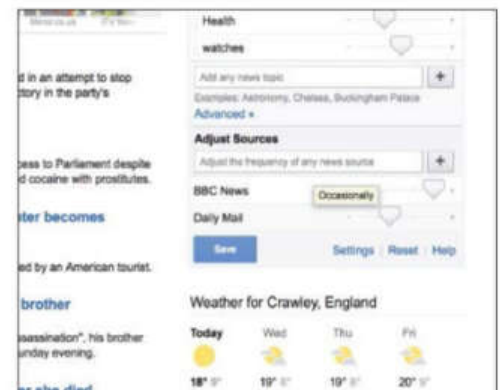
4: Personalise your news

To start personalising your Google News page, click on the cog icon in the top-right corner and a new column will appear down the right-hand side of the page. Use the sliders to prioritise the content.



5: Add categories

If there are news categories that you would like to add, type keywords into the fields provided and possible matches will be suggested. When you see one you would like to add, click on the '+' symbol.



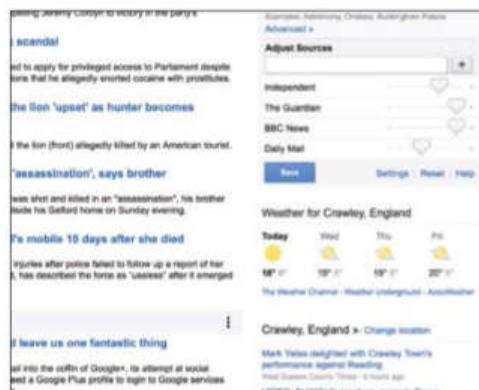
6: Adjust sources

Now that you have adjusted the flow of news, you can also adjust the sources, perhaps giving more priority to favourite ones. Again, use the sliders to determine the flow of news from your sources.



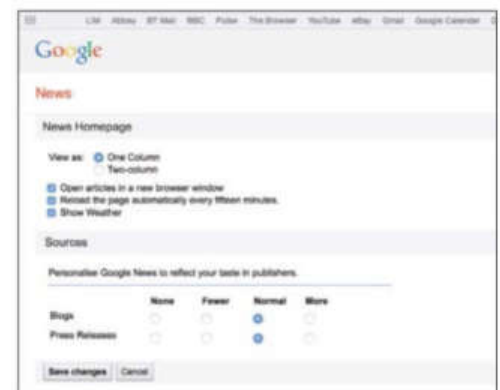
7: Adding sources

As with the topics of news you receive, you can add extra sources. Type keywords into the space provided and then the service will list possible matches. Click on one and then click the '+' symbol.



8: Save changes

Once you've made all of the necessary adjustments to your news feeds, click on the Save button at the bottom of the column and all of your changes will be stored and reflected on the main page.



9: News settings

As a final measure, click on Settings to the right of the Save button and you'll be able to make changes to the way your news is presented – such as the number of columns and if the weather is shown.

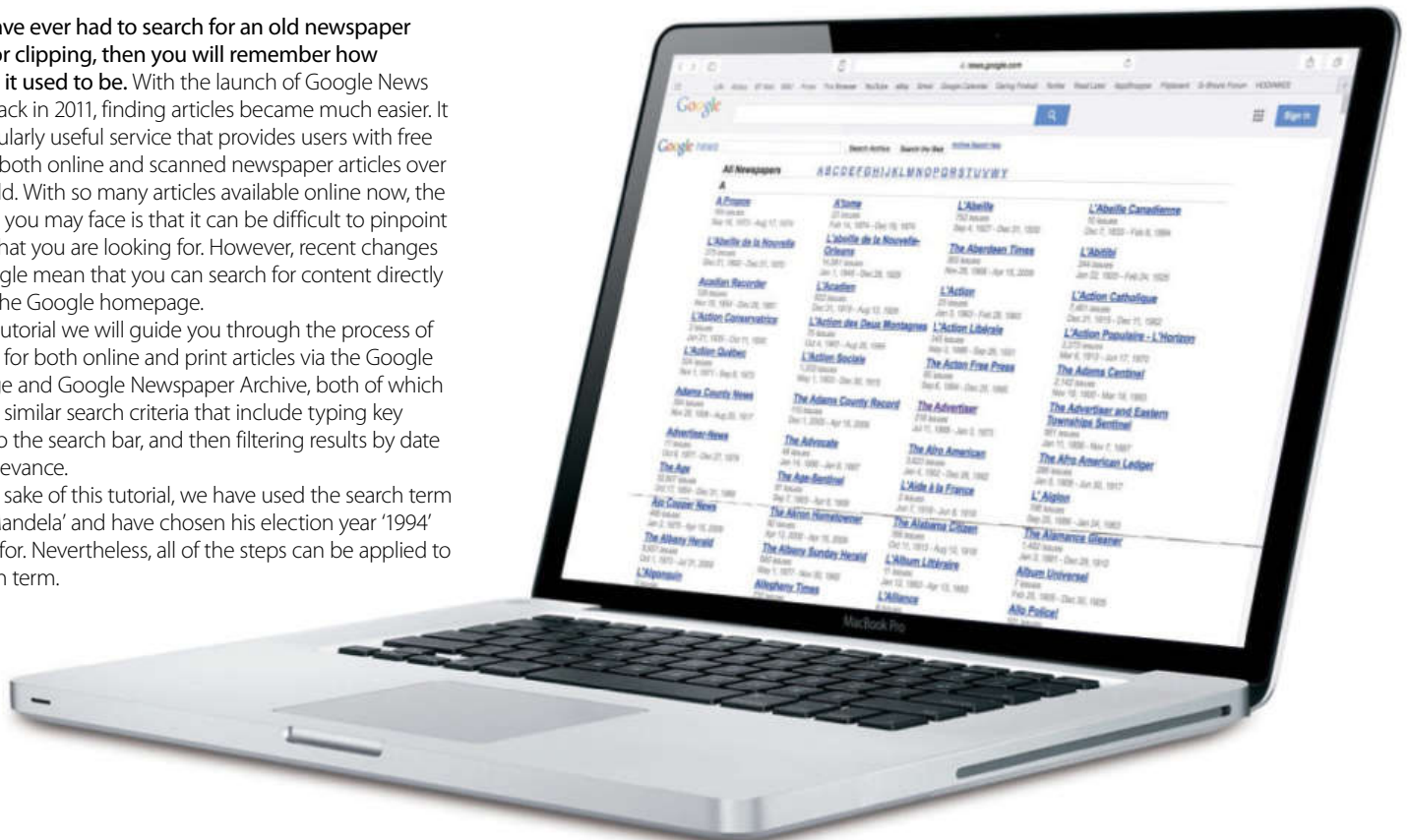
Searching for content using the Google News Archive

Find news articles that are over 30 days old and filter your results to a particular date range

If you have ever had to search for an old newspaper article or clipping, then you will remember how difficult it used to be. With the launch of Google News Archive back in 2011, finding articles became much easier. It is a particularly useful service that provides users with free access to both online and scanned newspaper articles over 30 days old. With so many articles available online now, the only issue you may face is that it can be difficult to pinpoint exactly what you are looking for. However, recent changes from Google mean that you can search for content directly through the Google homepage.

In this tutorial we will guide you through the process of searching for both online and print articles via the Google homepage and Google Newspaper Archive, both of which have very similar search criteria that include typing key words into the search bar, and then filtering results by date and/or relevance.

For the sake of this tutorial, we have used the search term 'Nelson Mandela' and have chosen his election year '1994' to search for. Nevertheless, all of the steps can be applied to any search term.



Google search

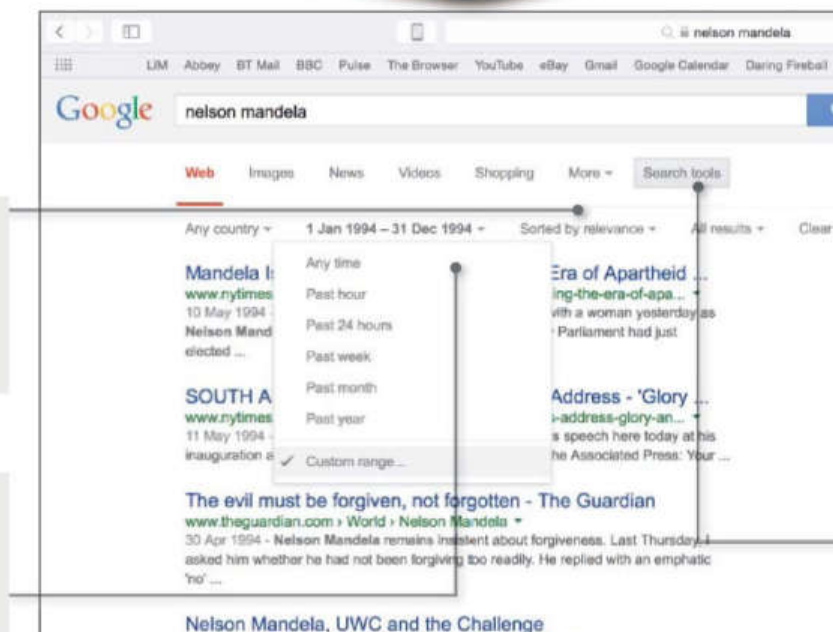
A quick look at the search options available

Sort by

Remember that Google automatically assigns the results to the most relevant first, so if you are looking to work in date order, choose 'Sorted by relevance' in the drop-down menu and change to 'Sorted by date'.

Date range

Choose the 'Any time' box from the Search Tools options. In the drop-down menu, click on 'Custom range...', where you will be able to type in the exact publication date you are looking for.



Looking for content pre-1970

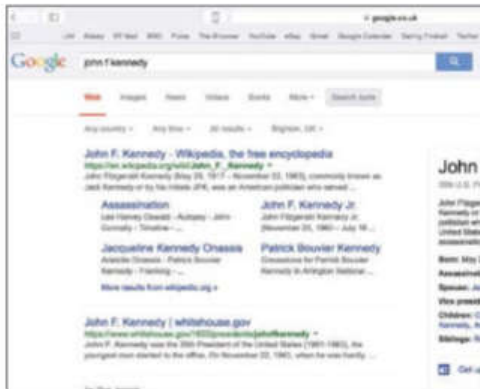
Google has stated that it will not support custom date searches pre-1970, however this should not be confused with there being no content available. In most cases, you can complete a search using either the publication name or by searching for key words in the article itself.

Search tools

This option is key to finding the relevant news article or blog post that you are searching for. It gives you four different options in order to narrow the results.

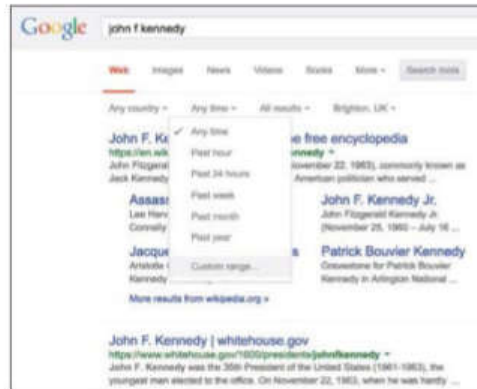
Google Newspaper Archive

Locate historic articles



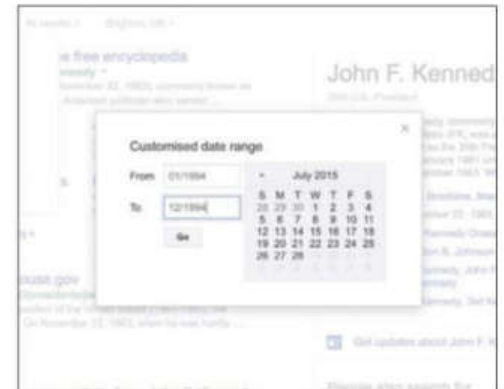
1: Find the homepage

Go to www.google.com, type in the search term you are looking for and press Enter. Click on the Search Tools button below the search bar and a menu will appear with four different options.



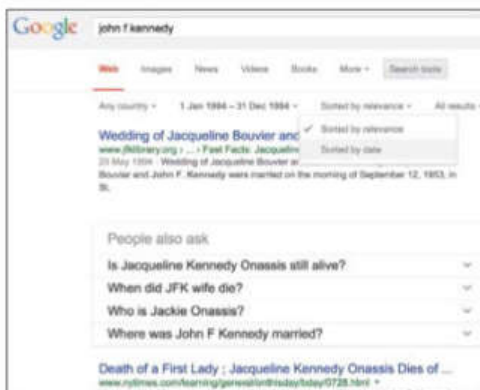
2: Search tools

Once you have all your initial hits from Google, you will need to narrow the search. Under the main search bar, go to 'Any time' and click Customise from the drop-down menu.



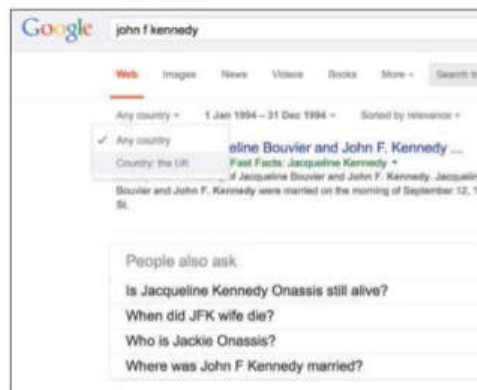
3: Customise dates

Next, a white box will appear. Type the date '01/1994' into the From field and '12/1994' into the To field and click Go. The search results that will appear will all be relevant articles.



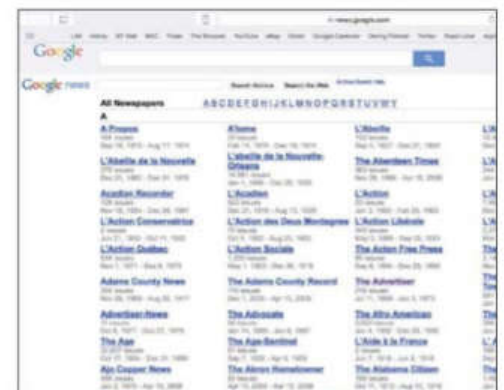
4: Article relevance

The search, although narrowed, isn't there yet. Google's default option is to put relevance first, but if you are looking for an article from a specific date, then click 'Sorted by' and choose Date instead.



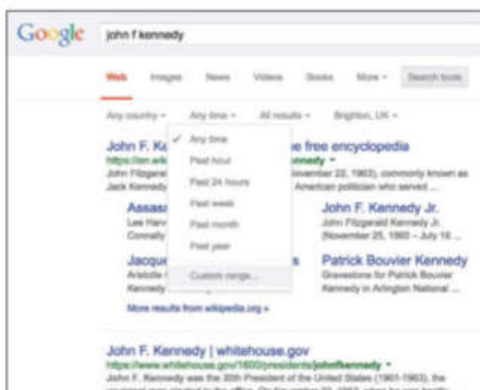
5: Search by country

If you are looking for a certain publication, and you know what country the article originates from, then click on Country: 'Any Country' and choose the option for you.



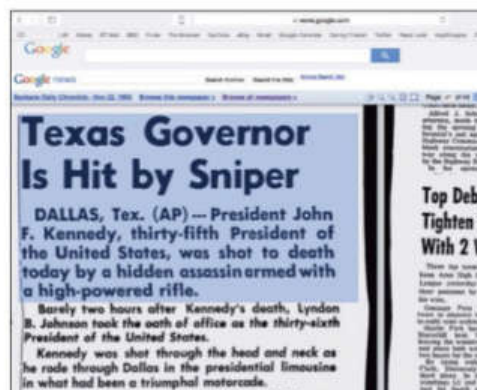
6: A different approach

To locate an article from a printed newspaper, go to www.news.google.com/newspapers, type in the search term you are looking for and then click Search Archive.



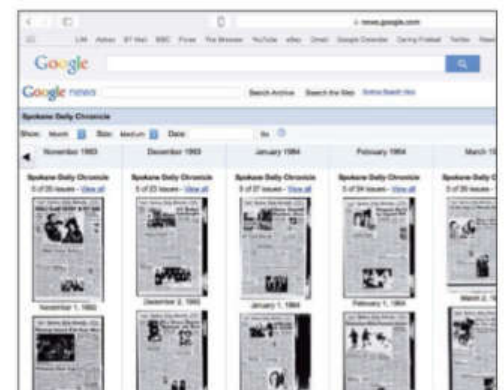
7: Search for a specific date

Similar to steps two and three, there are ways you can narrow the search results. Once the page loads, click on Search Tools followed by 'Any time' and choose Custom Range from the menu.



8: Browse all newspapers

If that doesn't work for you, but you know which newspaper the article is from, go to www.news.google.com/newspapers and find the newspaper title using the A-Z search bar.



9: Find your article

Once you click on the name of the newspaper, complete your search by typing in the applicable publication date and click Go. There you will be able to find the article you are looking for.

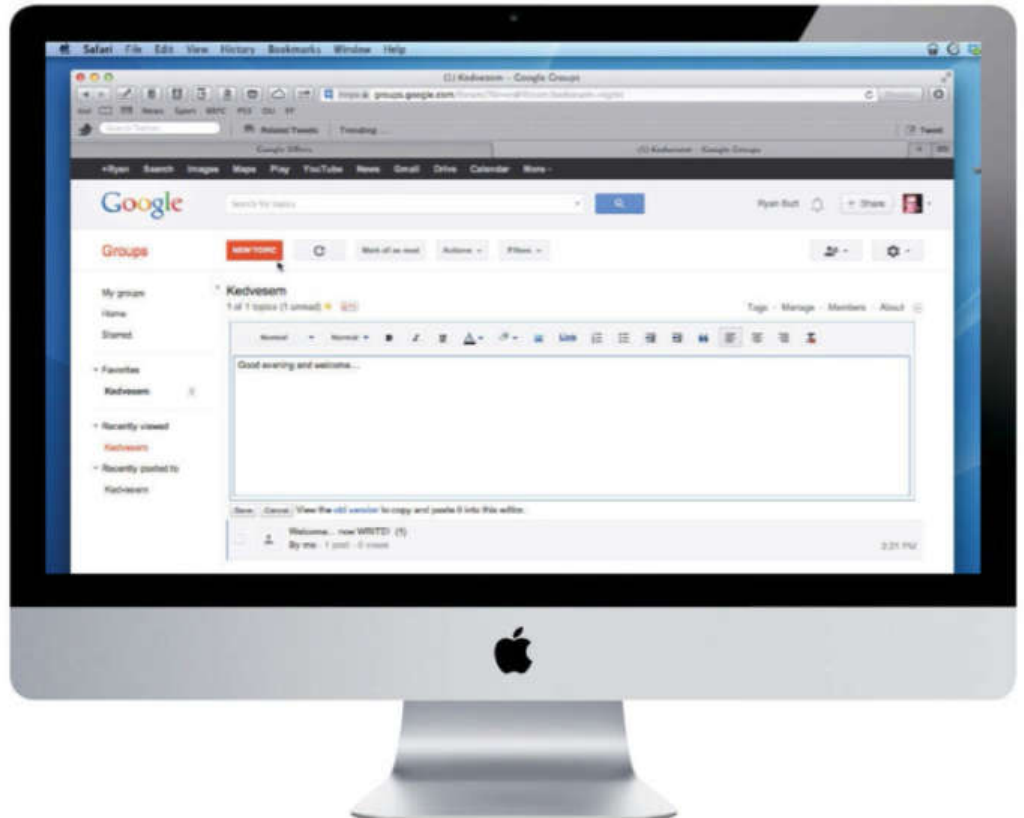
Set up your own community with Google Groups

Create your own thriving nerve centres of discussion and information with Google Groups

We all have interests and we all have an in-built need to talk about them with other people who share these interests. Creating your own group page is a quick and easy way of doing this and thanks to Google's intuitive Groups service, you can set up as many as you want and monitor them with ease through a simple interface.

When setting up a new group, you have full freedom to decide the content and style of the group. For example, will it be a mailing list, will it be a web forum or will it be a collaborative inbox style of group whereby visitors can freely provide their own topics for discussion and content. With your groups set up, you can easily add posts and then go to town making the group page look as attractive as possible thanks to various themes – all of which you can access through the settings menu.

The fact that this service is so easy to use means that you will be able to generate content freely and will really want to shout about it. You can then go about promoting your site by sharing it to your circles through your Google+ account or personally inviting people from your social circles to attend the group.



Your Google Groups

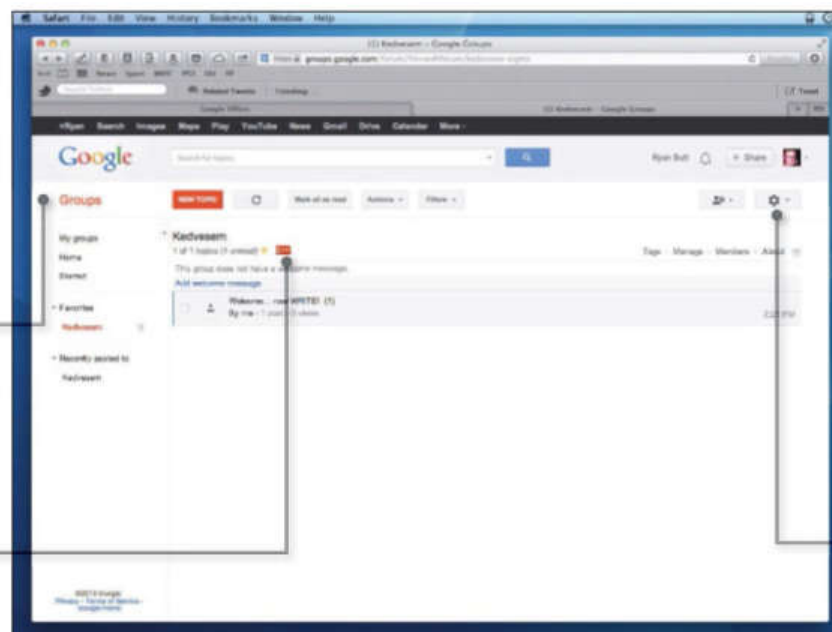
Managing them is easy via the online interface

● Your Groups

All of your active Google Groups will be listed on the main Groups page. Click on one to select it and then add posts and content to flesh it out and make it interesting to visit.

● Community

You can invite other Google users to join your group personally or you can announce it on Google+ and big it up to try to persuade your circles to visit.



Get the message

As you are the chief administrator for your Groups, it is only polite to add a welcome message for everyone else who comes to visit – be they friends of yours or random strollers. After your first post you will be notified that your group lacks a message, so click on the 'Add welcome message' link and compose one.

● Group settings

Click on the cog icon to access the settings for group. These include options to tailor the way it is displayed, such as adding themes.

Groups | Setting up a new group



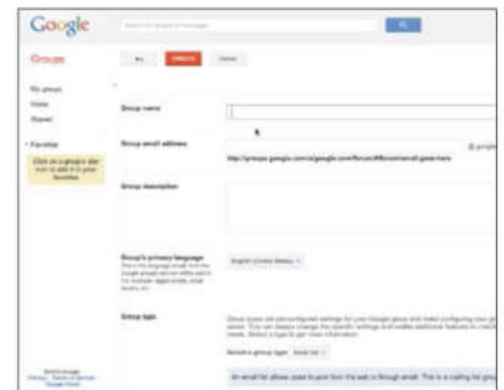
1: Go to Google Groups

From the main Google page, click on the More menu and then select 'Even more'. This will take you through to a page of additional services that Google offers. From the list, click on Groups.



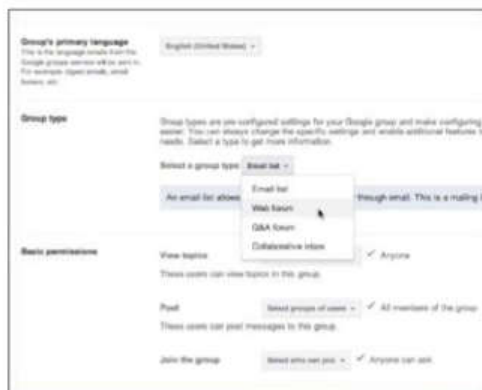
2: Create a new group

You will be taken through to the main Groups management screen. As you don't have any up and running yet, click on the 'Create group' button at the top to start the construction process.



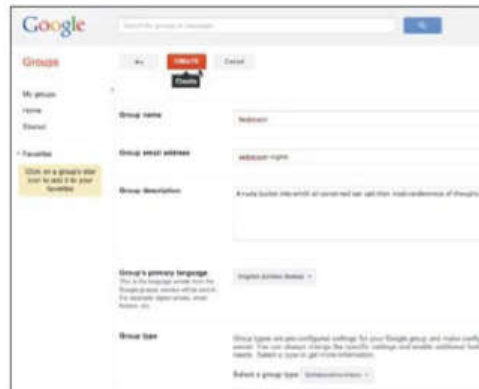
3: Fill in the details

The creation page has numerous text fields to fill in regarding the type of group you're creating. Enter details for name, contact email and description, then make adjustments to permissions, if required.



4: Select group type

Scroll down to the bottom of the page and you will see a section called 'Group type'. Click on this drop-down menu and then choose the type of group you want to create, such as email list or forum.



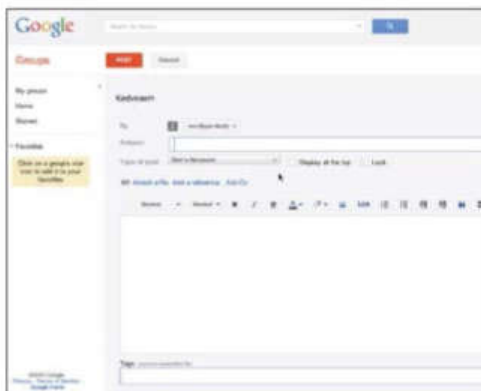
5: Click Create

Once all the necessary info has been entered and all adjustments made, click on the red Create button at the top of the window and you will then have to type a verification code to complete the process.



6: Start working it up

Once your group has been created you'll be presented with three options: to invite people to join your group, customise the settings for it, and add topics and start off the posting process.



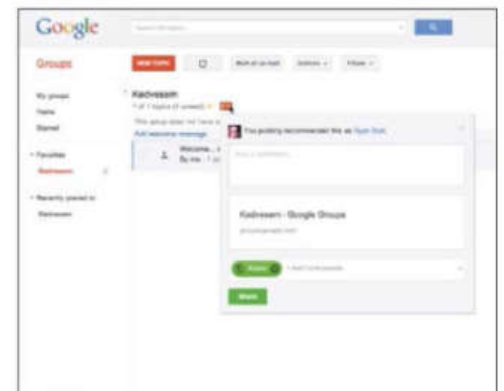
7: Start posting

Click on the posting option and then you will be able to compose your first post. Give it a subject and, of course, some body text and then, when you are ready to go live with it, click on Post.



8: Final adjustments

After posting, a window will appear that lets you fine-tune details of your profile. Here you can give yourself a nickname and change your profile picture. When done, click on 'Save my changes'.



9: Start promotion process

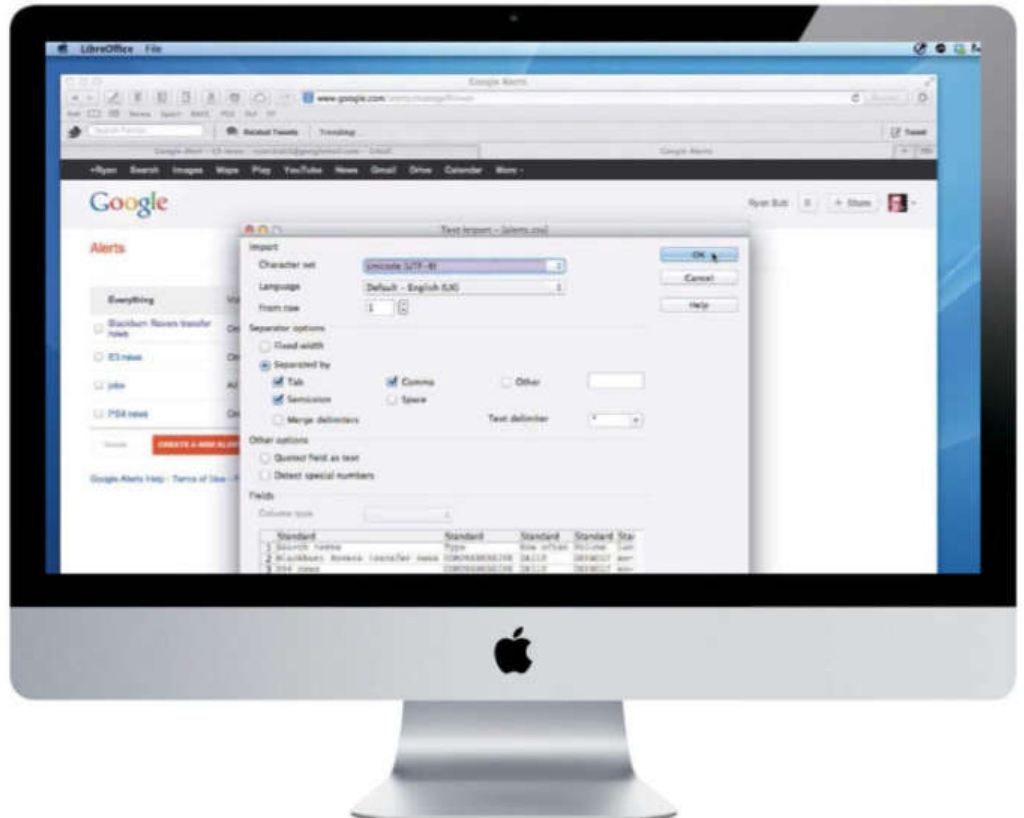
You can now invite other Google users to join your group (it's good to have some quality content uploaded to hook them), announce it to everyone via Google+ and save it as a favourite.

Get content you're interested in emailed to you via Google Alerts

Get the articles that matter to you delivered automatically by Google to your email inbox

Google Alerts works by allowing you to set up web searches for articles of interest and then getting emails that are automatically sent to you by Google when items that match your search criteria develop. These could be webpages, newspaper articles or blogs – anything that matches your search terms – making Google Alerts a very useful service for monitoring things on the web.

To start using Google Alerts, just enter a search query and then Google Alerts will check regularly to see if there are new results that match it. If there are then Google Alerts will send them to you in an email. It's incredibly easy to use and has many benefits, such as helping you find out what is being said about a particular company or product, monitoring a developing news story, keeping up to date on a competitor or industry, or simply following your favourite sports team. You can determine the basic frequency of the emails that you receive, but the number of emails you get also depends on the content that you are querying. If the topic is quite obscure then you won't get notified of developments as frequently as something that is currently trending. Here we show you how to set up and use Alerts.



Setting up Alerts

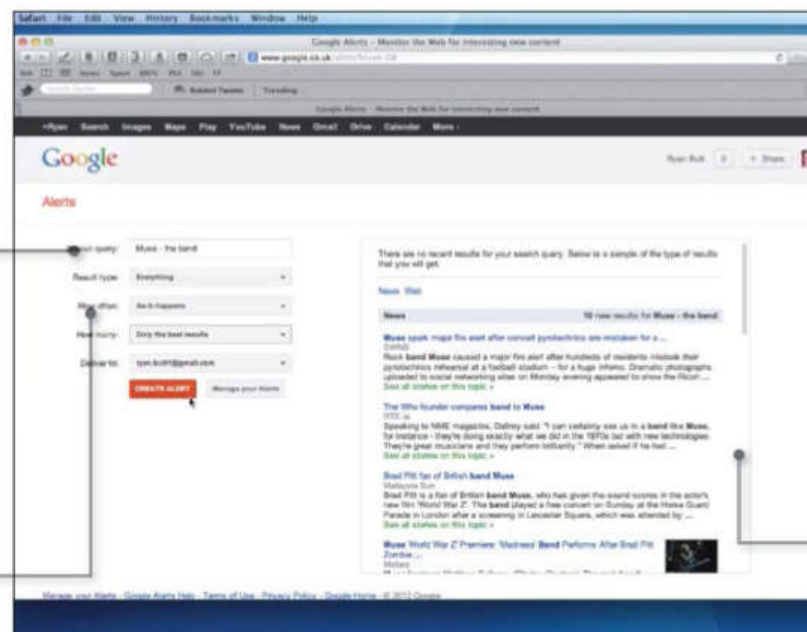
How to get web content personally delivered

Search query

Enter keywords into the space provided here to start finding sources of content on the internet that relate to your interests. Be as specific as possible.

Alert options

Use the drop-down menus provided to determine the style of content – be it news, blogs, videos, discussions or everything – the frequency and so on.



Text or HTML emails?

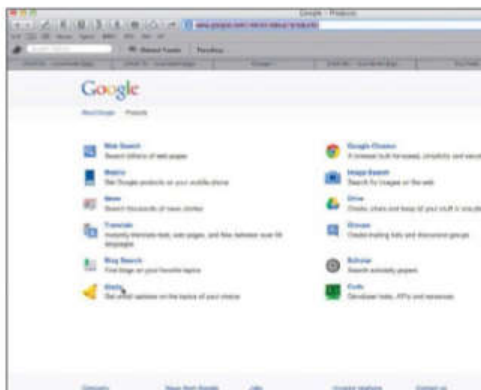
On your Alerts management screen you will see an option called 'Switch to text emails'. By default, the emails you get will be in HTML, so the text will appear as it would on a typical Google search in your browser. Receiving your digest as a text email is not as aesthetically pleasing, but some may find it easier to read.

Preview materials

Samples of the sources for your content will be listed in this window as soon as you start inputting keywords into the query box.

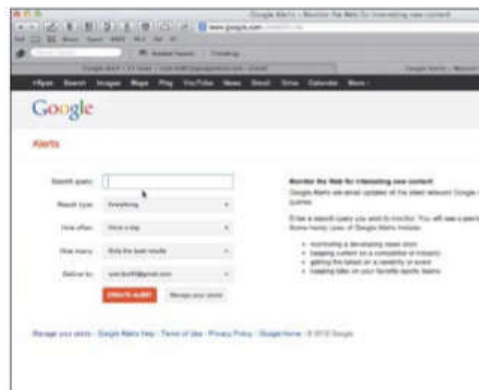


Alerts | Setting up new alerts



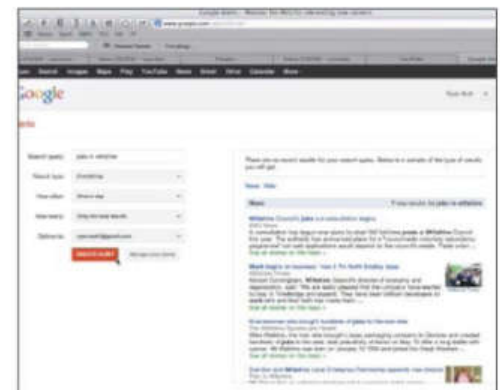
1: Go to Alerts

Go to www.google.com/intl/en/about/products/ and then click on the Alerts service. You will now be presented with a list of criteria, including a search query, frequency, and so on.



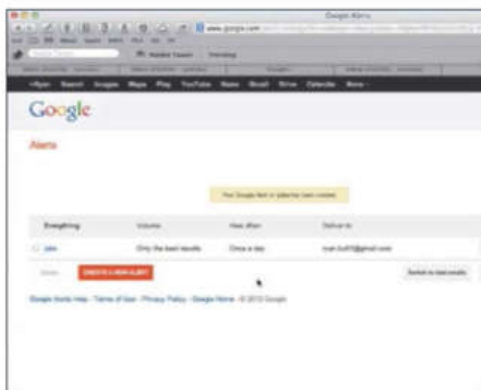
2: Enter query

For the purpose of this tutorial, enter 'Jobs' into the search query box and set the rest of the options – such as frequency and the result type – to suit your tastes using the various drop-down menus.



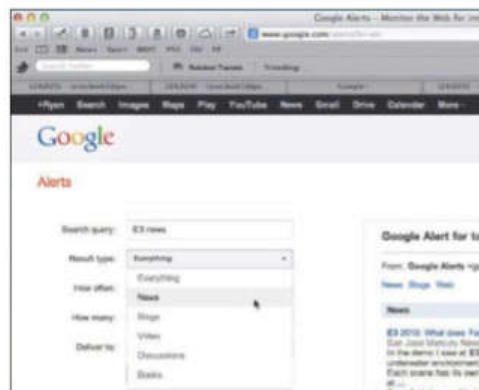
3: Preview sources

Whenever you type keywords into the search query, a preview of the type of results you'll get will appear in the window to the right. Keep refining your searches until you find the content that you want.



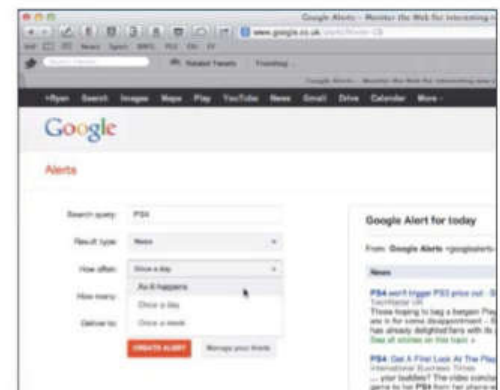
4: Review your alert

After creating the alert, you will be taken through to the main Alerts page, which will list your chosen alerts. Here you can click on Edit to change any aspects that you are unhappy with.



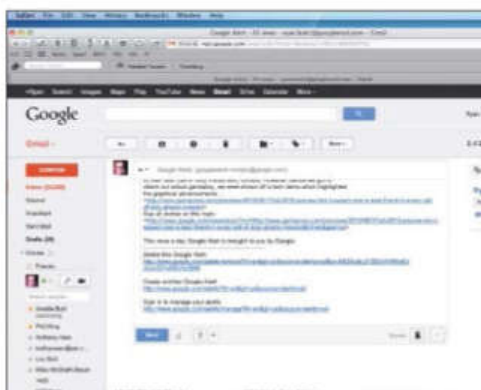
5: Get new digests

Used correctly, Alerts is a simple and convenient means of getting articles of interest delivered to you, which is particularly useful when you want to stay abreast of news, sport or entertainment events.



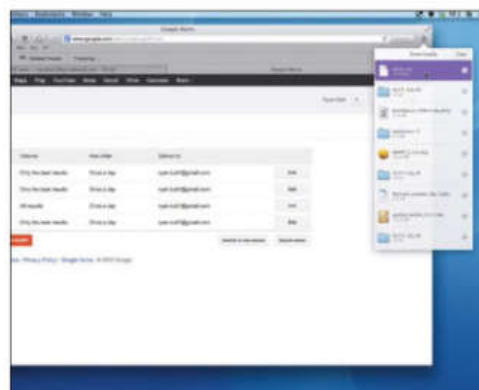
6: Monitor events

Alerts make it easy to monitor a developing news story or to keep tabs on a business competitor. Just ensure that you enter as many keywords as is applicable to whittle down the possibilities.



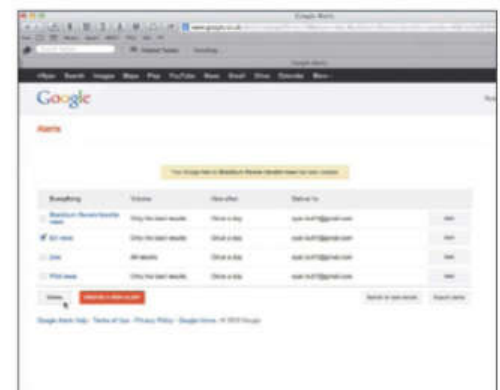
7: Manage on the fly

You can even manage your alerts from within the emails that are sent to you. Scroll down to the bottom of the alert email and you will see links that you can click on to delete, create or manage alerts.



8: Exporting alerts

You can also export your alerts as a CSV file to take with you anywhere. But once you have set up alerts and they are linked to your account, you can get them beamed to all of your other devices anyway.



9: Deleting alerts

As creating new alerts will lead to increased email traffic, you may wish to cancel some when no longer needed. Click on 'Manage your Alerts', place a tick in the box next to an alert and click Delete.

Familiarise yourself with the new Google Maps

Google Maps was recently given a facelift, including a much better Earth, plus new traffic and navigation functionality

The new Google Maps is much improved on the old version. For a start, Earth has been fully integrated to replace the satellite view and searches and clicks are tailored for your needs. Traffic, for instance, gives real-time updates and it looks much better in this version. But you can also see alternative routes, whether by car or public transport. You even get an indication of how long, under the current conditions, it will take you to get there.

Google Maps is also hot on images. There are thousands of photographs which help to form an overall image of an area and give you a better flavour of what is around. You can also leave ratings for places and see what other people think.

All of this has been made possible because Google Maps has been rebuilt from the ground up. Many of the user interface elements have been removed, which gives more area for the map itself. The reviews integrate well and it feels like an app rather than a desktop application. Things move rather fast and it can second-guess what you will be searching for, looking through your search history and where your friends have been in the hunt for clues. In this tutorial, we'll look at some general points.



Looking for traffic hotspots

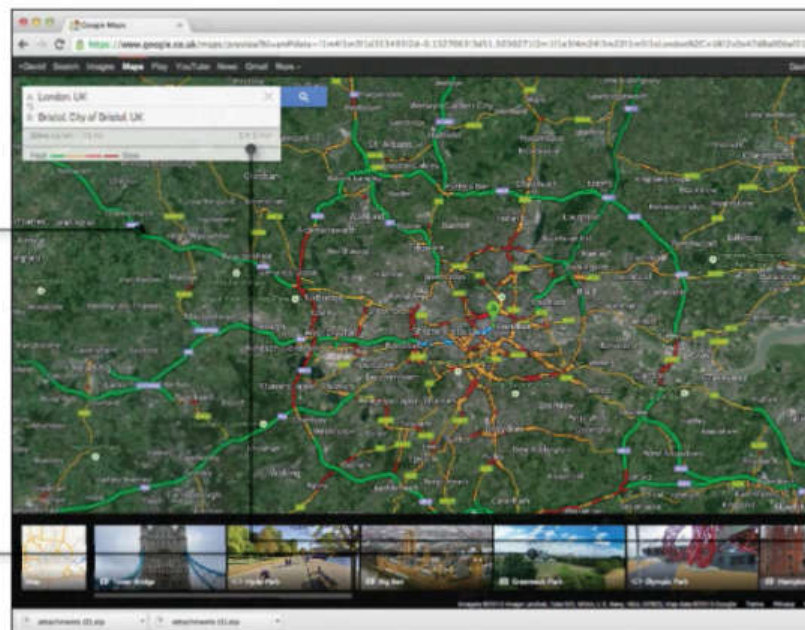
Using Google Maps' fast live updates

Live updates

This is your key to the traffic situation. You can see that any roads that are green will be clear, while red ones are likely to be jammed. The information is constantly updated.

The roads

As you can see, on the roads around London there are areas of red which denote jams, but others that are yellow or a paler red which are heading towards greater delays.



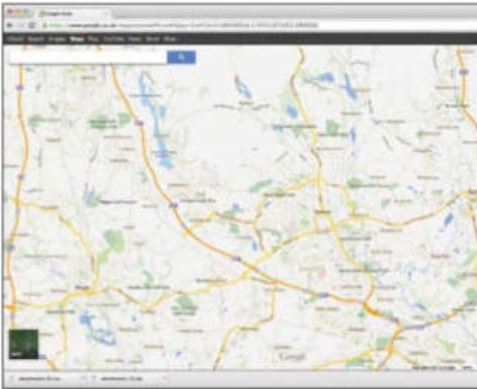
Interactive maps

The new Google Maps service brings a fresh level of interactivity. Whenever you click on the map, you can see anything that stands out and other helpful items, from related places to the best way of reaching the destination. The more you use it, the better it should get; it'll learn the kinds of restaurants you like, for instance.

Current travel time

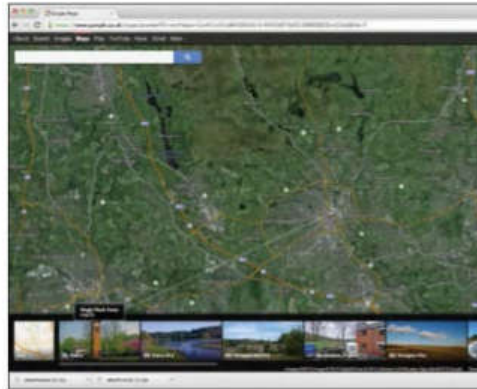
Google Maps tells you the expected time for your journey and this is based on the traffic situation as well as the distance.

Maps | Understanding the new Maps



1: New Earth view

Go to www.google.com/maps/about/explore/ and click on Try Now. If you're not using Chrome, you'll be prompted to do so. Earth has been fully integrated to replace the satellite view; click it.



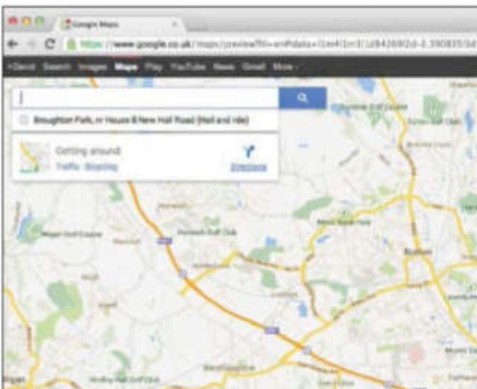
2: View from Earth

Using the Earth view, you can see the landscape in greater detail. From here you can also access a range of images at the bottom of the screen. These are photos taken by users that you can view.



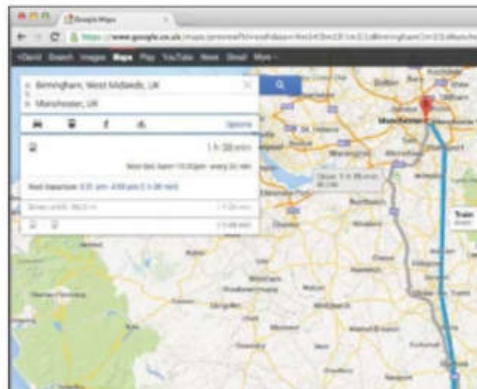
3: See an image

By double-clicking on an image, you can see it in full-screen. If you wish to go back to Earth, click the corresponding box; otherwise go Back to Map by clicking this feature in the bottom-left corner.



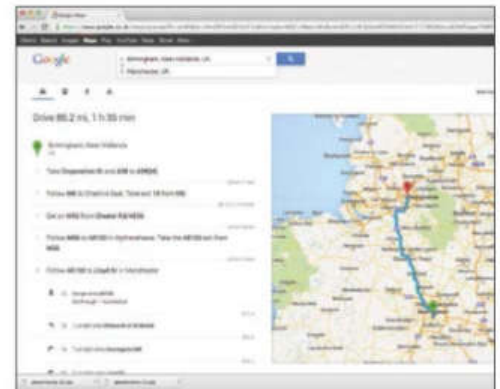
4: Search for directions

Although you can type a search term in the search box, you can also find directions. Click the option for directions and you will be able to input where you are going from and where you are heading.



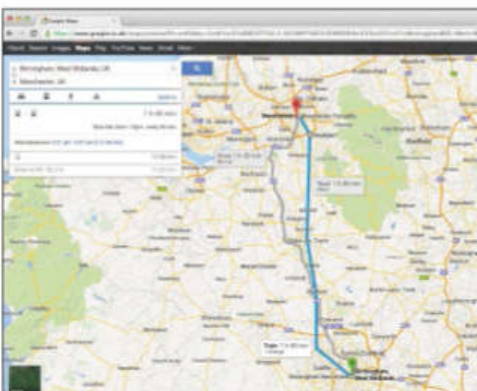
5: Different options

Here we have tried to find the best route from Manchester to Birmingham. It tells us when the next train is due and how long it will take. It also informs us of the length of time it takes to drive.



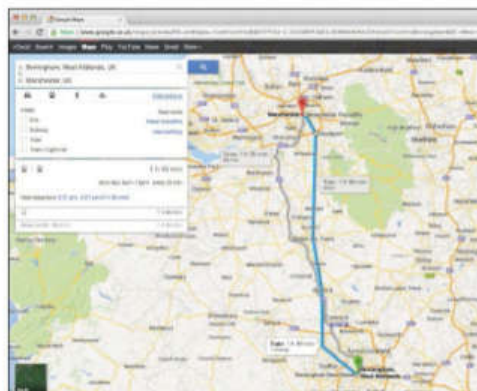
6: Full directions

By clicking on the Drive tab, you can call up the mileage and you can then click on an option called 'Step-by-step'. This shows you everything you need to do to get to your destination.



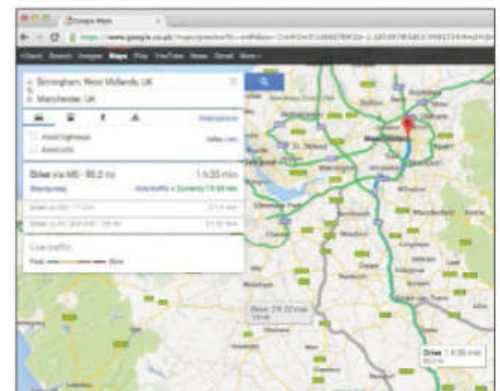
7: Alternative routes

You may well be shown an alternative route. You can click on that route in order to make it more prominent. The route is clearly shown on the map so you can see just where it will take you.



8: Select a preference

You can now narrow down the options. State which form of transport you prefer to use, whether it is bus, subway, train or tram. You can select the best route, the one with fewer transfers or less walking.



9: Traffic information

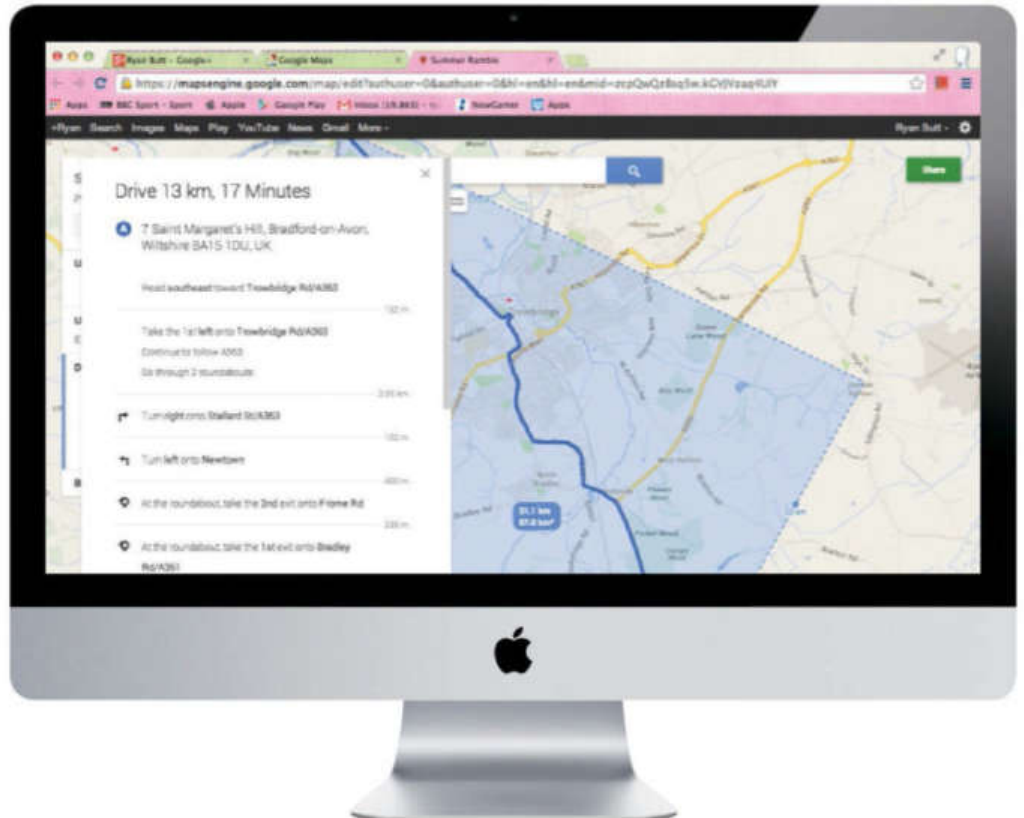
Click on 'Show traffic' and Google Maps will use fast, real-time information to show you where you will be fine and where you may hit trouble. This is colour-coded with green for fast and red for slow.

Create a custom map with Google Maps

Discover how to create your own custom maps with various annotations and markers within the Google Maps interface

You have probably used Google Maps numerous times for quick directions and road navigational purposes, but what you may not be aware of is that you can customise Google Maps to create your own personal maps filled with markers, routes, shapes and more, which you can then share with other people.

This means that if you are planning a holiday itinerary, a bike ride or just a Sunday stroll, you can map out your route beforehand by drawing it onto a map, add in any places or points of interest that you would like to visit along the way, work out the exact distance that you are aiming to travel and even get step-by-step directions and then distribute it to all of your travel companions quickly and easily. The amount of freedom you are given to create your own custom maps is staggering, and everything you add is automatically saved and can be accessed at any time by going to your custom maps section. To get started, go to Google Maps, ensure you are logged into your Google account and then click on 'My custom maps' in the top-left corner of the interface. As you will then soon discover, the world is very much your oyster.



Explore maps

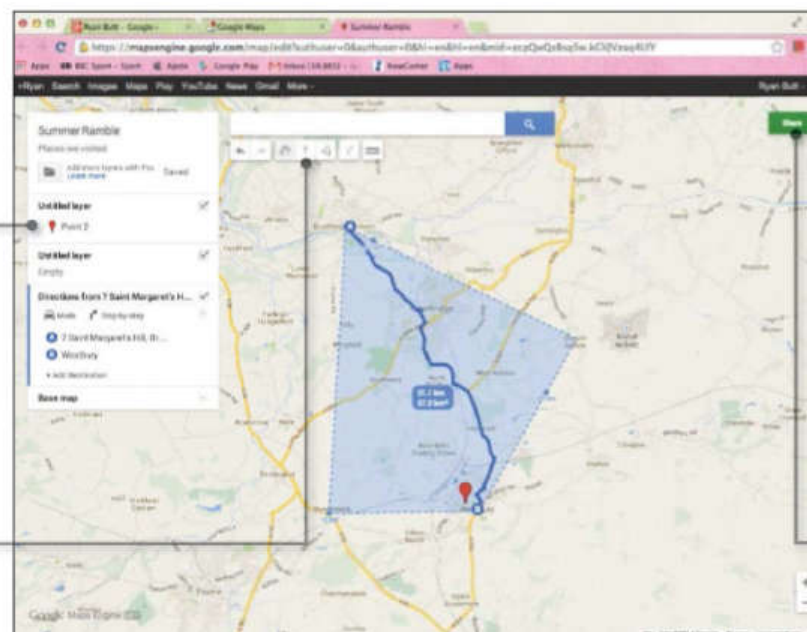
Getting to know the custom maps interface

Your layers

All of the layers you add to your custom map will be displayed in this window. If you are adding specifics such as route directions then these will be accessible from the respective layer listed here.

Layer tools

This row of icons lets you add markers, shapes, routes and distances to your custom maps. Simply click on an icon and then interact with the map to mark your selection on. All of your annotations will be automatically saved.



Go Pro

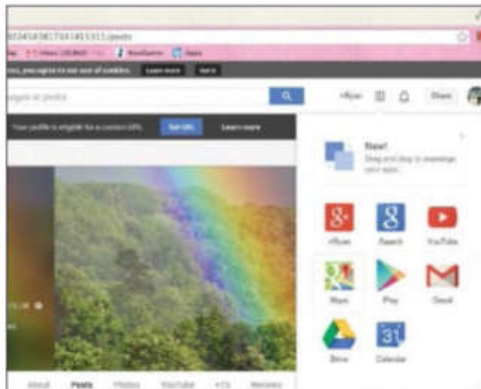
For a fee, you can upgrade to Maps Engine Pro (by clicking the 'Learn more' link at the top of the layers window), which will enable you to build bigger maps (with up to ten layers per map), customise your icons and use the Maps Engine at your work or organisation. If you wish to upgrade, simply click 'Upgrade now'.

Sharing maps

All of the maps you create can be shared with other people within your Google+ circles or with the world through a range of mediums and social networks. Complete your map then click on this button.

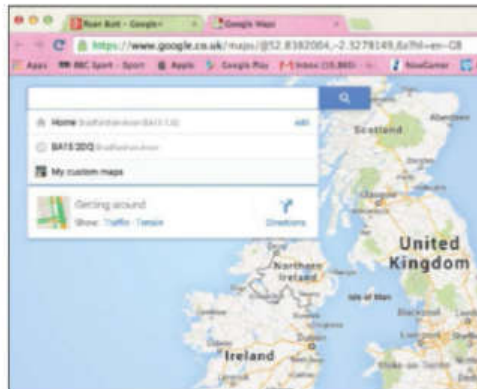


Google Maps | Creating a custom map



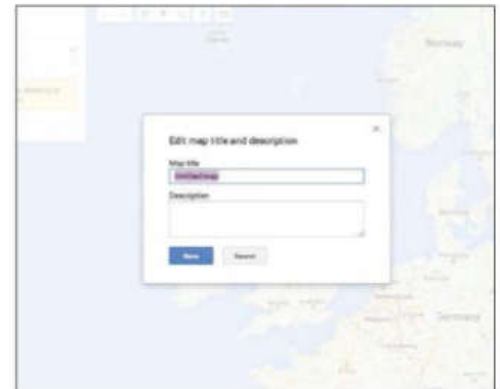
1: Jump to Google Maps

Sign into Google+ and then tap on the grid icon in the top-right corner. This will bring up a menu of Google services that you can jump to. Choose Maps from the list to go to the Google Maps service.



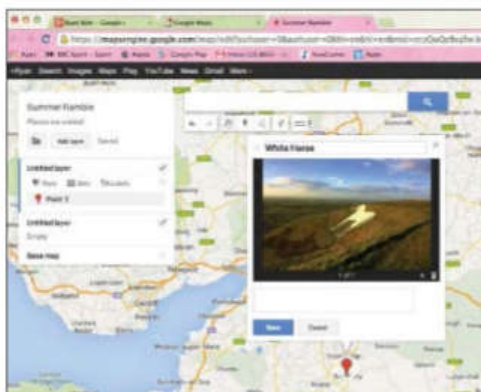
2: Go to 'My custom maps'

Once in Google Maps, you should see an option called 'My custom maps' in the top-left corner, just beneath the search field. Click on this to view the custom maps menu. Now click on 'Create'.



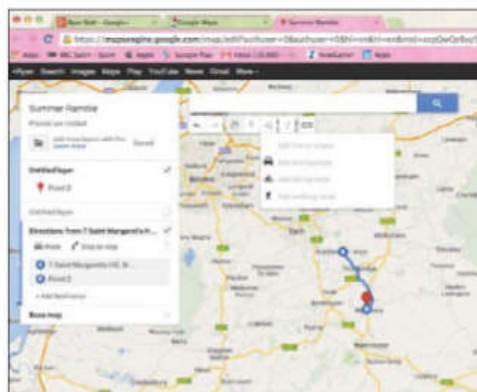
3: Name your map

You will now see various tools appear in the top-left corner of the map. Click on the 'Untitled map' field to give your new map a name and also a description. When you have finished, click on 'Save'.



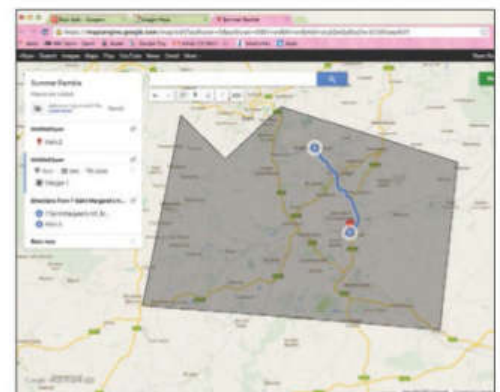
4: Add a marker

Click on the 'Add marker' tool in the small row of icons and you can drop a pin in any place on the map. Once done, an info box will appear into which you can add a name, description and photos.



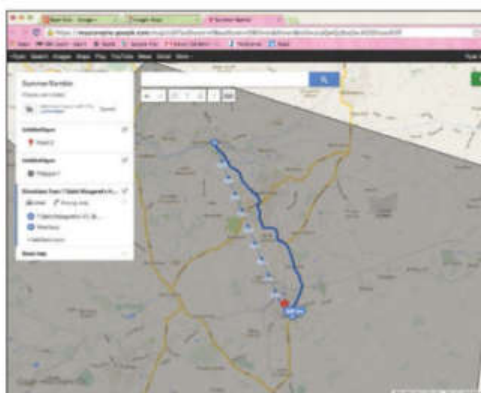
5: Draw a line

Click on the 'Draw a line' tool in the row of icons and then select whether to draw a line or shape, driving route, riding route or walking route. Select an option and then draw it straight onto the map.



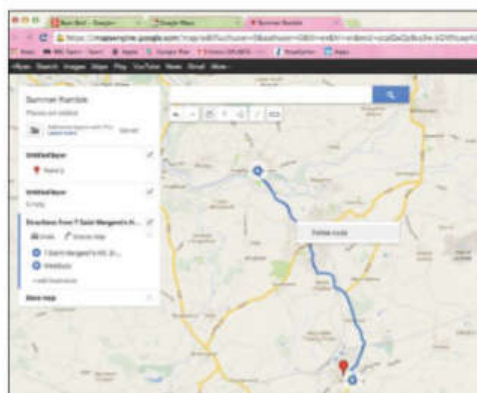
6: Add directions

Click on 'Add directions' to add directions from a start and end point on your map. These will appear in the layer window to the left and you can choose a mode and step-by-step directions.



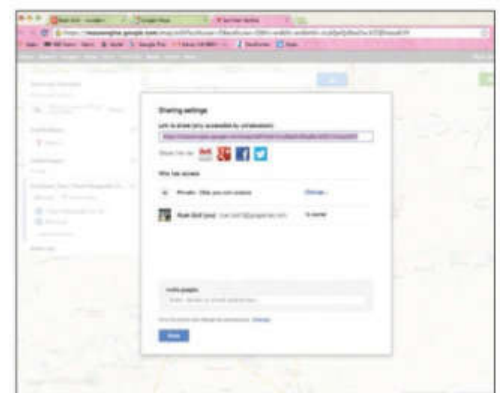
7: Measure distances and area

Click on the ruler icon and you will be able to easily gauge distances between points on the map, which is ideal if you are plotting out country walks or bike rides.



8: Deleting layers

If you wish to delete any layers on your map, simply Ctrl/right-click on the layer in question on the map and the option to 'Delete' will appear in a pop-up box. Select this and the layer will be removed.



9: Share your map

All of the custom maps that you create can be shared with other people. Click on the Share button and you can invite people to view the link through Google+ or share a link via other mediums.

Take a tour of famous places using Google Earth

Get more out of a location by viewing a virtual tour of the area or even creating your own for others to view

As well as manually hopping from destination to destination in Google Earth and viewing the environment around you at each location, you are able to sit back and enjoy some tours, complete with information that helps you to get more out of what you are seeing. There are some built-in tours that take you around some of the world's most popular destinations, but you can also become very creative and produce your own.

There are a couple of ways of doing this. You could insert a route and have Google Earth fly over it so you can see where you are going or you can produce a bespoke tour that you control, taking viewers on a journey. This can be narrated if you wish. Both are easy to do, as our tutorial shows. Google Earth has controls that allow you to start and stop your recordings and, when you play back, you can depart from the action and explore at your own leisure before returning once more.

The data is as up to date as possible, with images of major capitals and landmarks being the most contemporary. Even so, you are able to go back in time using an historical slider to see how the landscape looked in days gone by. This too can be included in your tours.



Delights of a tour

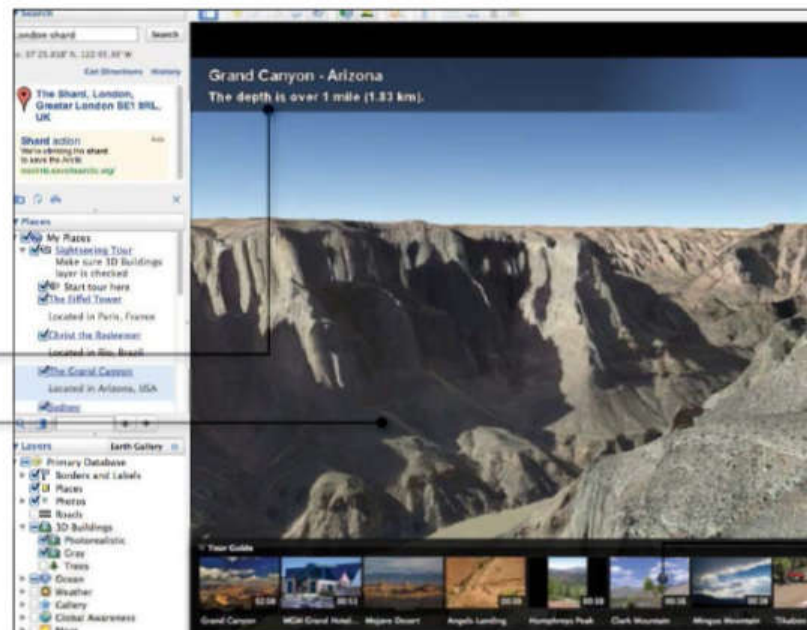
Get the most out of seeing the world

Explanations

Google Earth has explanations of what you can see in written form, such as this fascinating fact about the depth of the Grand Canyon.

Drag around

At any point during a tour, you are able to enter the main 3D window and drag around on the lands. When you click the Play button, the tour will resume.



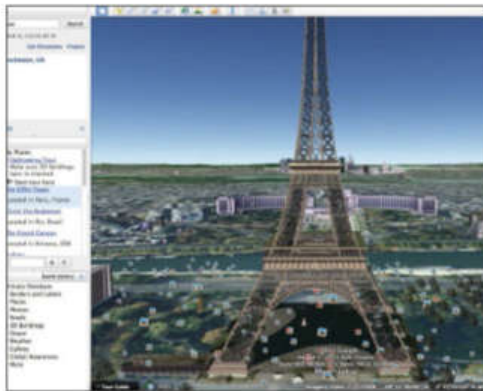
Touring directions

It is also possible to have a route displayed in the 3D viewer and for you to fly along that route using the tour feature. Create a route and, at the end of the directions, save it to My Places. Then in Places, find it and hit the icon that has three circles displayed on it to start the tour. It will begin.

Tour Guide

Here you can see many aspects which make up the built-in tours in Google Earth. Anything that has a time on it is playable moving footage.

Earth | Play and create tours



1: Find a tour

Go to the Places panel and double-click on a tour that you like the look of. These are placed under My Places and they include delights such as the Eiffel Tower, the Grand Canyon and Christ the Redeemer.



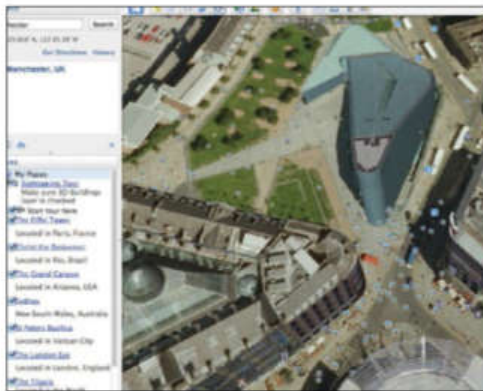
2: Play a tour

You will see an icon that looks like a small video camera to the left of a playable tour (next to 'Start tour here' in our example). Click the Tour Guide option at the bottom left to see more tours.



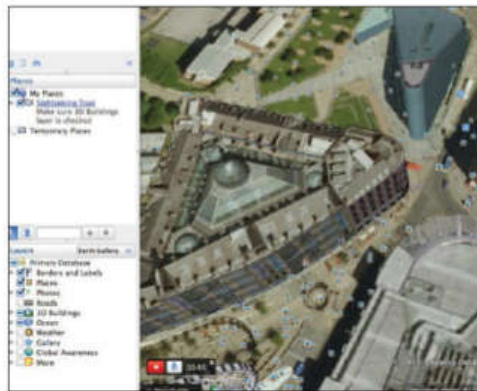
3: Controlling a tour

When the tour begins to play in the 3D window, you can control it by using the tour controls that appear. These allow you to play and pause, go back and forth, repeat the tour or save it.



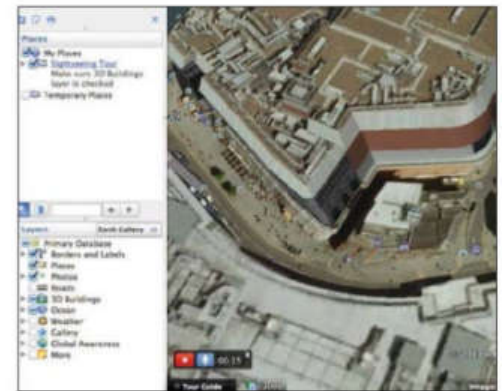
4: Create a tour

Click the 'Record a Tour' button found in the toolbar in Google Earth (sixth icon from the left). You can now begin to produce your own tour, moving around the environment to produce a mini-movie.



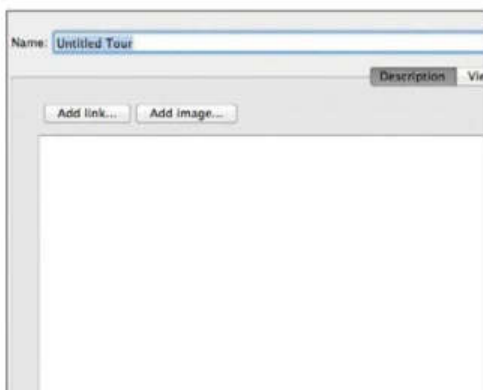
5: Start recording

The record controls appear. One icon is to start and stop recording; the other for speech. Click Record and begin to move around the environment. Everything you do will appear in the tour.



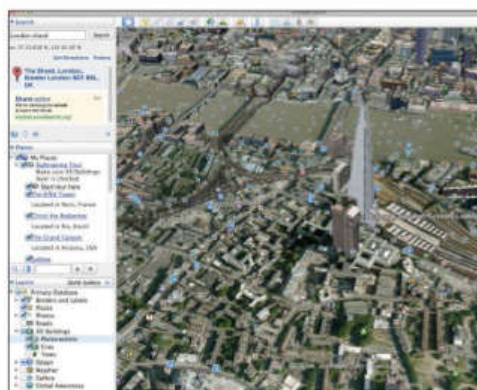
6: Add narration

You can also add narration. Tap the microphone button and start to speak, helping potential viewers of your tour to understand what they are seeing. When you have finished, tap the mic button again.



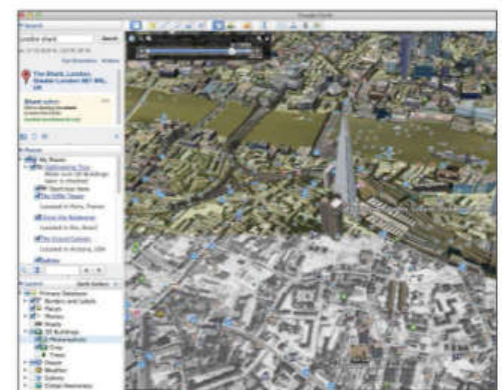
7: Save the tour

Recording stops when you tap the Record button again. You can then save the tour by clicking the disk icon. All saved tours are placed in the Places panel for later viewing and sharing.



8: Back in time

If you would like to see what an area was like in the past, then go to View>Historical Imagery. A slider will appear on the screen in the top left-hand corner showing a time range.



9: Past and future

Use the slider to move back and forth through time. Not all areas of Google Earth can go back in time to a large degree. London, for example, goes back to 1945 but Manchester only until 2000.

See where the MSL Curiosity Rover is on Mars

The Red Planet comes alive like never before when you view it from the eyes of the rover sent to Mars in 2012

Since 2012, Google have been with the MSL Curiosity Rover. Google Earth lets you see images and video from the rover and you can also see exactly where it is using the powerful mapping tool that gives you an idea of the landscape in which it roams.

There are panoramic views with a full 360 degrees to enjoy, and there is a lot of information to help you make greater sense of what you are seeing. Getting to it is as easy as choosing Mars, selecting Layers and then finding 'Rovers and Landers' under Mars Gallery. If in doubt, keep drilling down through the options until you find it.

Curiosity will continue on its mission for some time yet, taking even more images and video as NASA attempts to discover more about Mars. It is firing rock-melting lasers, which makes the rock glow and allows the rover to analyse it and see the elements it contains.

Getting into the Mars information pages within Google Earth shows even more about the rover and the mission. It makes it a fun, explorative tool that helps to build up a knowledge of the Red Planet in a way that formal lessons or even a TV programme could not.



See the trail of Curiosity

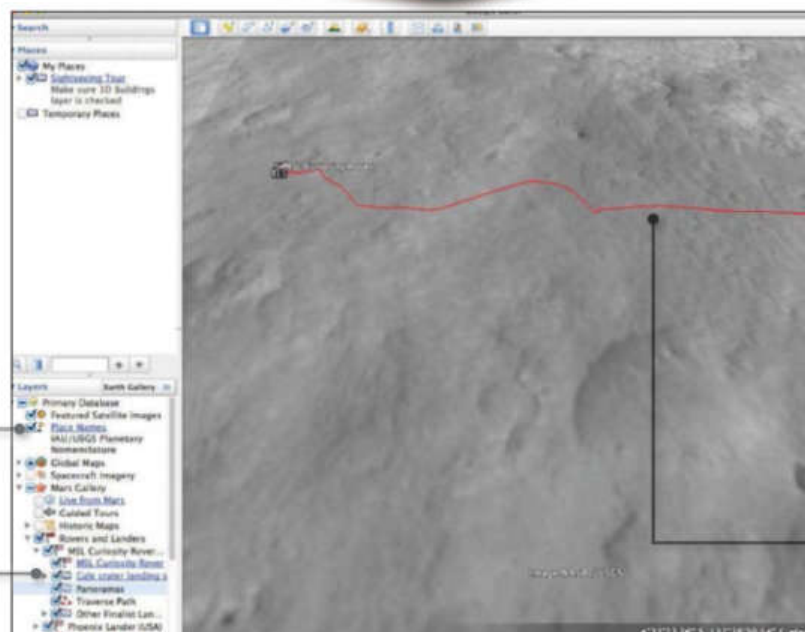
Map the progress of the MSL Curiosity Rover

Your options

The main options for the rover are to the left-hand side in this window. You can not only see where Curiosity landed but also other potential landing places.

Gale crater landing site

Clicking on this option will let you see just where Curiosity did land. An information panel is shown so you can gain a greater knowledge of the landing.



Using 360cities.net

There are more panoramic views available of Mars by going to 360cities.net. Some of these you will have to search for (type Curiosity in the search box), but others will be available from the front page. You can zoom around and see the Red Planet at your leisure, using your mouse or the on-screen controls.

The trail

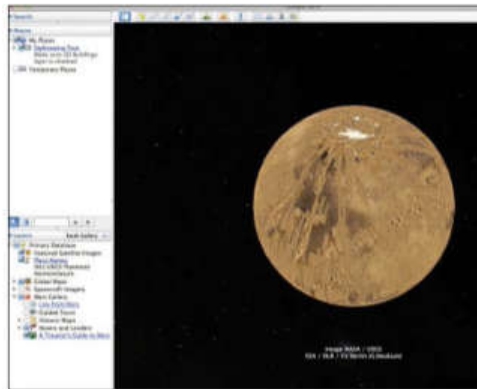
This red line shows where the Curiosity Rover has been so you can chart its progress as it makes its way across the Red Planet.

Earth | Explore the planet Mars



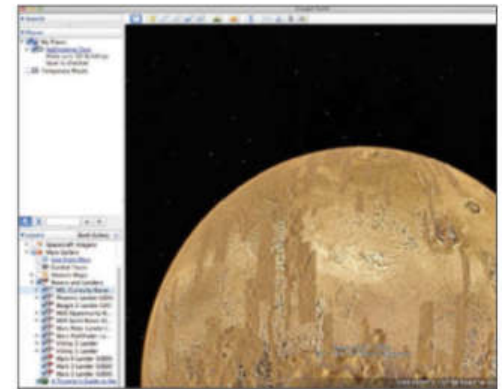
1: Find Mars maps

Download and install Google Earth if you haven't done so already. When you open it, you will need to look for the planet icon in the top bar. Click this and change it from Earth to Mars.



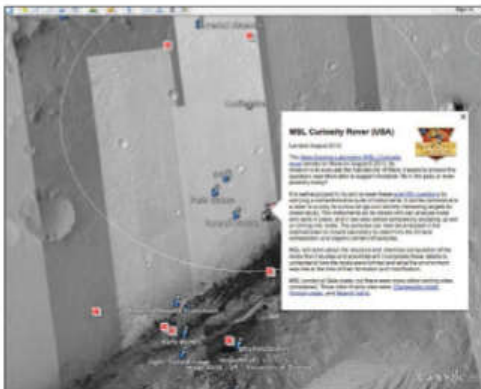
2: Viewing the planet

The planet Mars will now come into view. It will turn and home in on a particular spot. You can search for specific areas using the Search facility in the top left-hand corner.



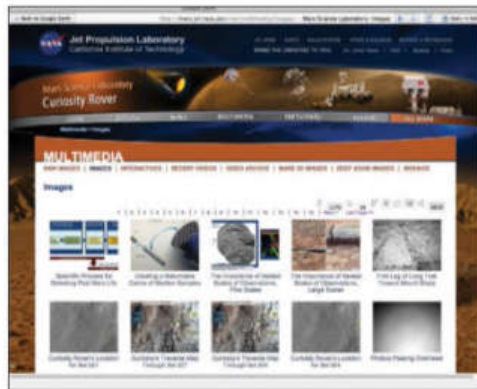
3: Find Curiosity Rover

You will see in the left-hand menu a series of options which range from Spacecraft Imagery to a gallery, historic maps, and Rovers and Landers. Click the latter and select MSL Curiosity Rover.



4: Finding Curiosity data

When you double-click the MSL Curiosity Rover option from the menu, it locates the rover and then explains it. But if you click on the first link in the pop-up window, you can discover so much more.



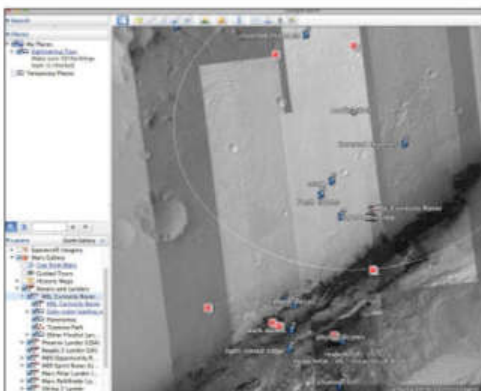
5: The discovery centre

The link calls up a brilliant Curiosity Rover resource within Google Earth. From here you can discover more about the mission, see the latest news, search and participate. Or you can view images.



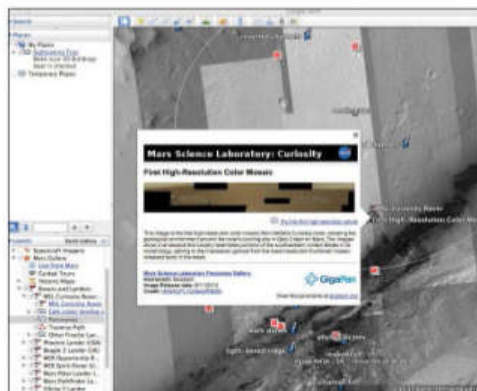
6: The multimedia section

By clicking on Multimedia, you are able to view so many different images and videos. There are raw images, recent videos, an archive and interactives that are built up as the mission progresses.



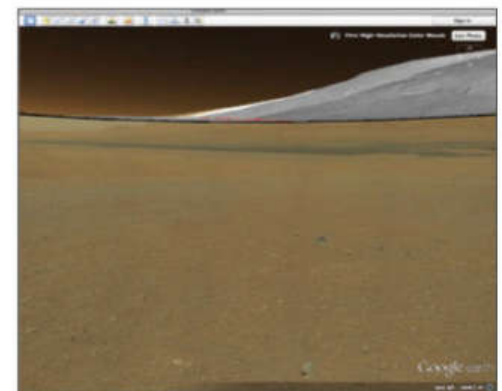
7: Explore the maps

If you click back on the options under MSL Curiosity Rover in the left-hand menu, you can see the progress of the mission on the map. Here we can locate the position of the rover.



8: Seeing Curiosity's images

The map will show you the trail of the Curiosity Rover so you can see where it has come from. You can also see its first hi-res colour mosaic, which shows the environment around the landing site.



9: Panoramic views

Select Panoramas from the left menu and you can see Mars from ground level and move around at will to explore it from an entirely new perspective. Use the mouse to move around the landscape.



Stargaze into the future with Google Sky Map

Google Sky Map lets you time-travel – the night will never be the same again

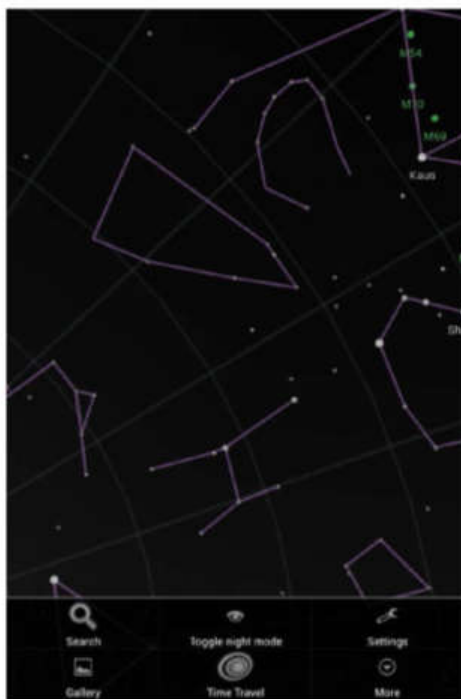
Stargazing is fascinating. You are getting a glimpse of the past whenever you see a star shining in the sky, since the light that you are seeing from it has taken years – sometimes thousands or even millions of them – to reach your eye. To make sense of what you can see, Google Sky Map lets you time-travel even further. You can see how stars appeared in the sky years ago and you can also view how they will appear in the future.

Being able to go back and forth like this, choosing specific dates and times, is important for anyone with a serious interest in astronomy. You can find out where the International Space Station should be at a particular time in the evening, or you can figure the direction of a meteor shower and when it will be taking place.

The built-in compass, GPS and clock combine to give you a display of the area your smartphone or tablet is facing. When you move the device, the map adjusts. This makes it easier to discover the location of planets, for example, and it enables the use of the powerful search engine to pinpoint other objects in the sky. By letting you zoom in and out and strip away layers – be they planets, grids or constellations – you can choose to view only the elements that you want to see and also be shown just how far away the various planets and stars are from your current location. Google Sky Map is an amazing Android app, which we explore here.



Sky Map | Find the stars



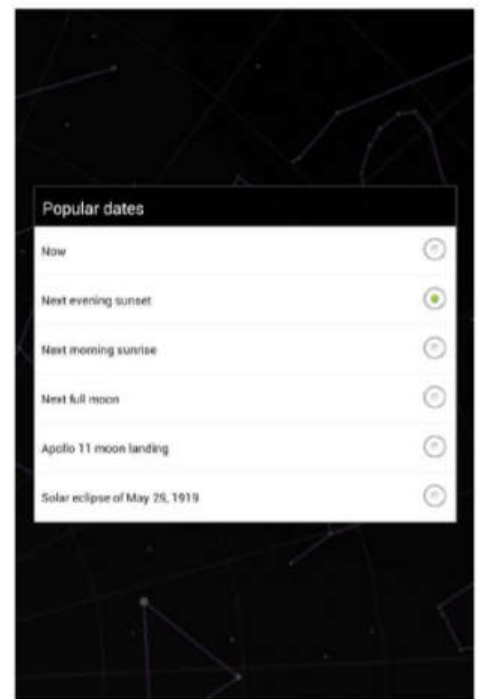
1: Time travel

You can view the stars in the sky at any point in time. The app is not restricted to letting you know how the constellations line up at that particular moment. Tap the Menu button and go to Time Travel.



2: Selecting times

The Sky Map app will display a window which will include a drop-down for the most popular dates as well as the ability to select a date and time of your own choosing. So you can decide what level of control you want.



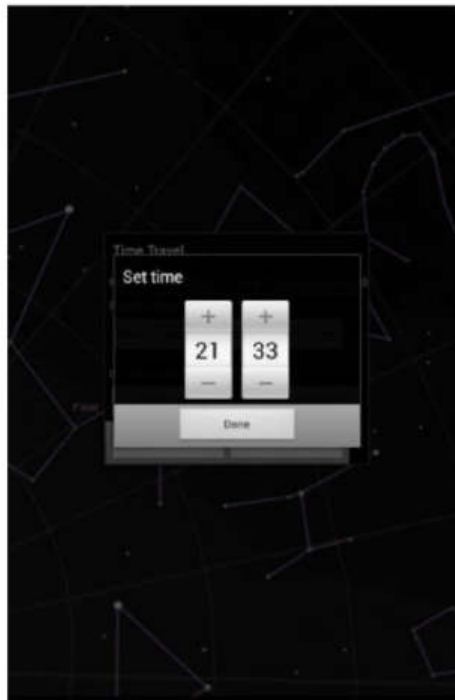
3: Popular dates

If you would like to go for popular dates, then you can select from the next evening sunset, the next morning sunrise, the next full moon or even the Apollo 11 moon landing and the solar eclipse of May 29, 1919.



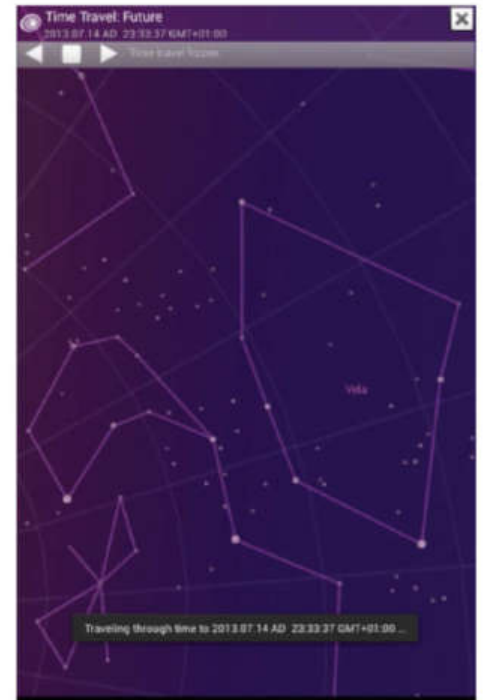
4: Bespoke dates

But if you want to find a certain date and time, then you can tap 'Change the Date'. Here you can either use the calendar or the up and down functions to specify a date, including the year. You can go back and forth in time.



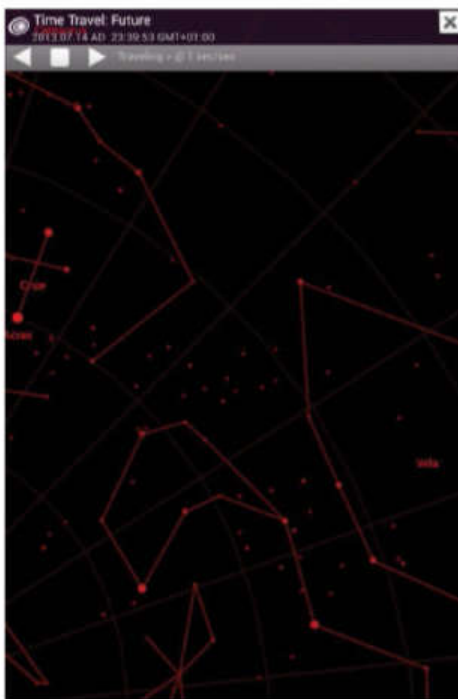
5: Select a time

Now you need to select a time. Again, use the up and down functions in order to get the exact time that you want to use. When ready, tap Done and you will go back to the main window, where you need to tap Go!



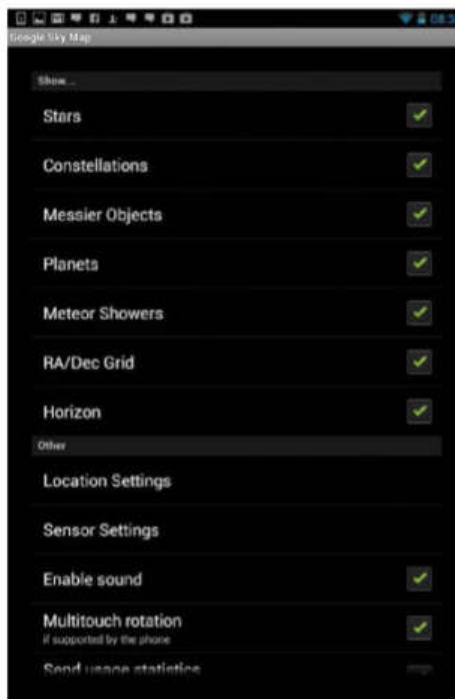
6: Magic happens

Now the app will go back in time. The screen will turn a shade of purple as it does this and you will be shown the time it is heading for. Use the arrow keys left and right to move forward or back in time in seconds.



7: Night mode

If you intend to use the app at night, it is worth slipping it into night mode so that the on-screen imagery turns red and so doesn't adversely affect your night vision. Tap the Menu button and select Night Mode to turn it on.



8: Display settings

You can tell the app just what you want it to display. You can show stars, constellations, Messier objects, planets, meteor showers, the RA/Dec grid and the horizon. Use the checkboxes to make your choice.



9: Search the sky

To search for specific items in the sky, use the Search function, which is accessed via the Menu button. Type in a search term – for example, Venus – and a circle appears. Follow the circle's arrow until you locate it.

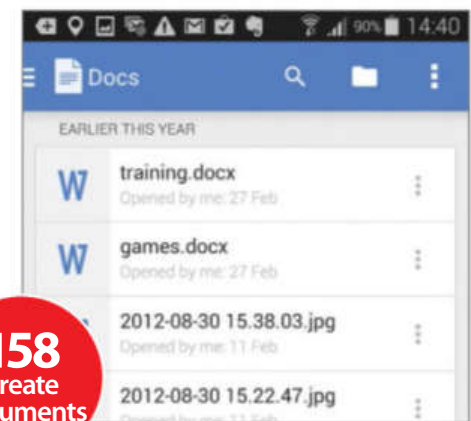
Productivity

Whether you're working in the cloud, keeping blogs or running ads, Google can help

- 132** Stay on top of the latest hot web topics with Google Trends
- 134** Search more accurately using the advanced tools
- 136** Make the most of your Google Web History
- 138** Add the Google Toolbar to your Internet Explorer browser
- 140** Use Google Now to keep everything on track
- 142** Converse with anyone, in any language you like
- 144** Undertake research and collect citations using Google Scholar
- 146** Get more from the Google Goggles app
- 148** Turn Google Chrome into your online office
- 150** Get all of your news feed saved into one place
- 152** Shuttle webpages between your desktop and your mobile
- 154** Run Google Drive from your desktop computer
- 156** Share and collaborate with Google Drive
- 158** Create documents with Google Docs

- 160** Work with spreadsheets in Google Sheets
- 162** Edit and share with Google Drive
- 164** Keep your life in order with Google Keep
- 166** Manage your Keep notes while you're on the go
- 168** Create, organise and share your calendars
- 170** Plan a daily agenda with Google Calendar
- 172** Use Google Finance to follow the market
- 174** Get more from the creative and design features of Blogger
- 176** Set up themes using the Google Sites layout editor
- 178** Put your pages together to develop your site
- 180** Monitor your site's performance in Google Analytics
- 182** Connect your Analytics and AdWords accounts
- 184** Add Google apps and services to your website
- 186** Take a course to learn app development

- 188** Manage your account through Google Dashboard
- 190** Secure your Google account to keep your data profile safe



158
Create documents



156
Share your calendars

Tricks



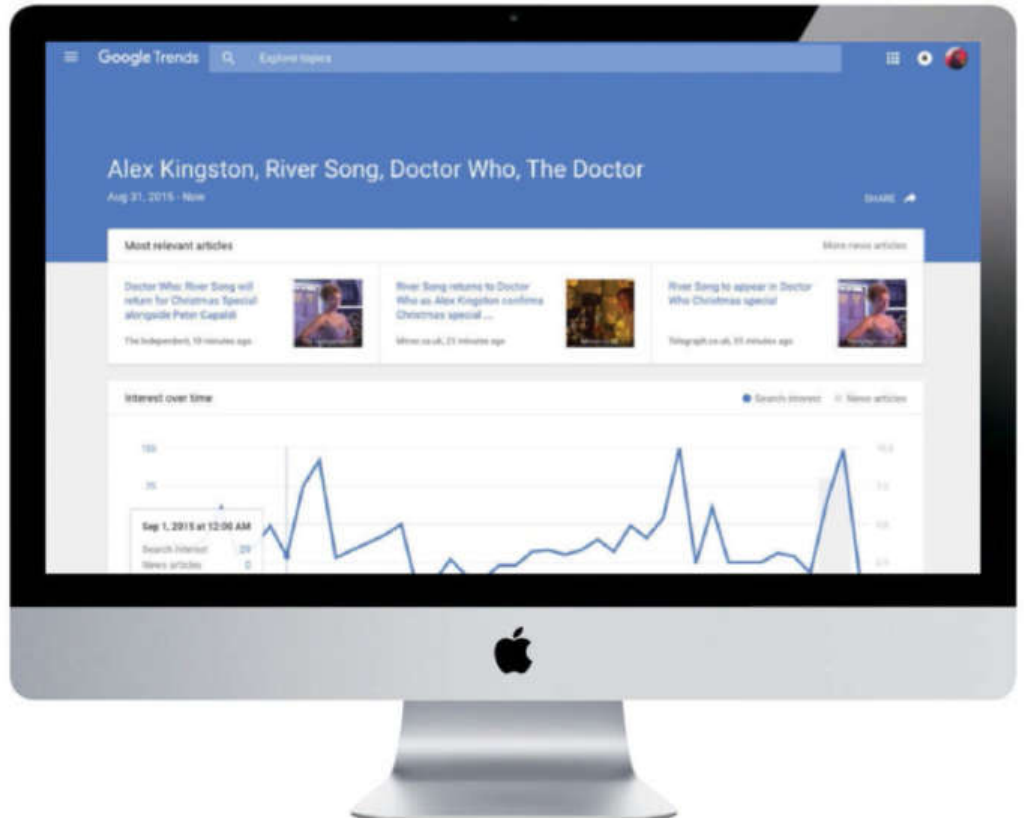
Stay on top of Google Trends

Google Trends is the best way to understand what is popular on the web at this very second

Google is in the perfect position to offer real-time information on what are the most popular searches of the moment thanks to its domination of the web search market, you don't just search the web, you 'Google it'. This enables it to scour all of the searches that are being undertaken at any time and present them for you to check during the day, using Google Trends.

At any point, the top trends are of course changing every second and this is reflected in a variety of ways, but Google has also helpfully broken the trends down into categories if you are interested in a particular topic. The Top Charts section shows what is popular over a period of your choosing and will also be broken down by country. Hot Searches shows in detail what is being searched for in real-time and a new feature lets you visualise these results in a modern tiled view that looks good in any browser.

The feature set continues with Explore, a page that you can search within for specific terms, and there is even the ability to download the results to analyse later. We will show you how to make the most of all of the Google Trends features and also where to find them all.



Google Trends

The features explained

● The most relevant

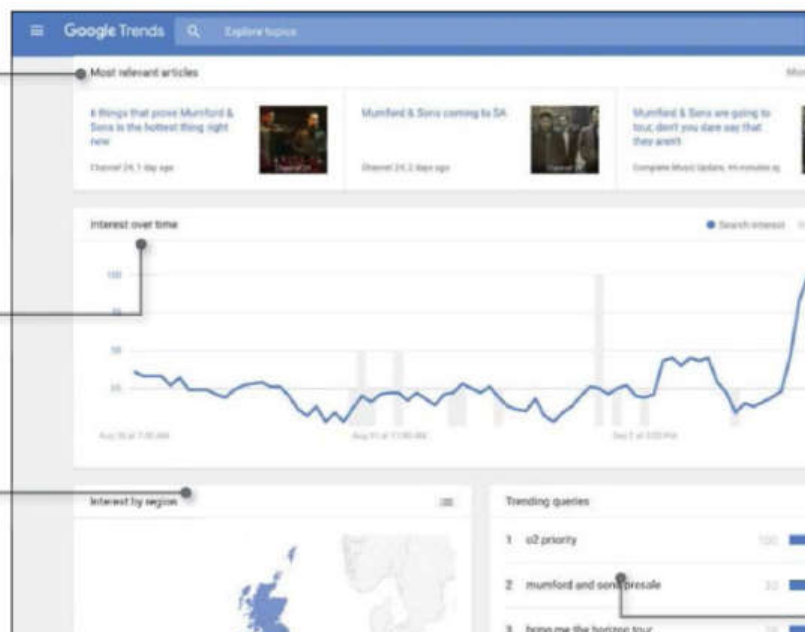
At the top of the screen you will find the most relevant articles to do with the hot topics.

● Interest over time

The graph shows you the numbers over the last 24 hours, and at what point the news stories peaked versus the searches.

● So much detail

The map shows what is popular where in the world. The results may be surprising when you look at the detail.



Why Trends?

You may be asking why you would need to know what the popular search terms of the moment are, but you may also be surprised at the varied uses for this data. Website owners can use it to enable keywords that will drive more traffic to their sites, companies always need to know what is popular, and you can also use it to catch up on the most important news.

● Trending queries

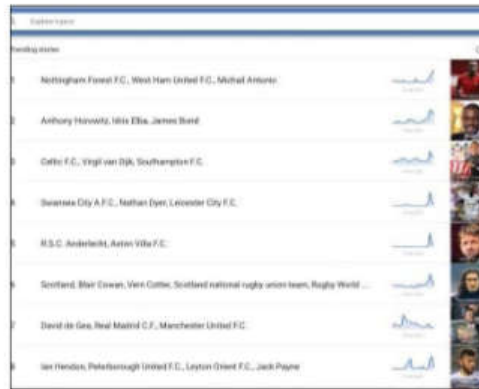
You will also be shown what the top queries have been for the search terms.

Trends | Understand the trending topics



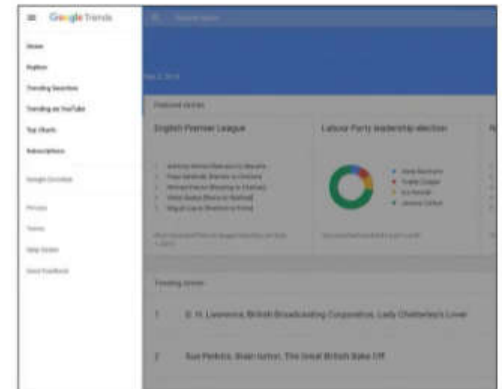
1: The main page

Go to www.google.co.uk/trends, where you will be presented with a rather sparse webpage. Hidden within the options, however, are a host of useful features to help you understand the latest trends.



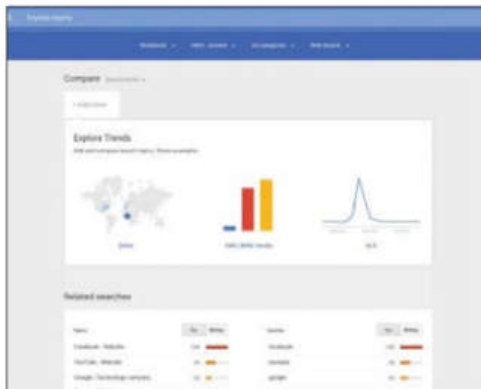
2: Trending Now

Trending Now is presented by default on the main page. Click any link from the list and you will be taken to a standard listing showing a Google Search for the term in question.



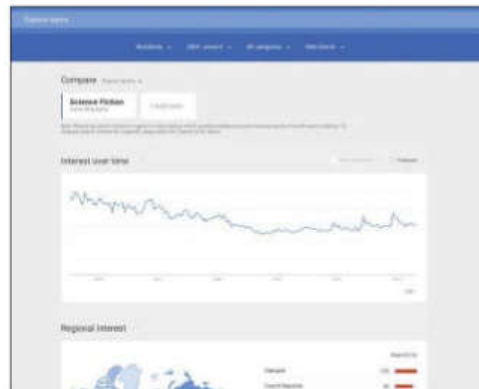
3: Use the column

Trends has streamlined in recent times, with its large multi-coloured graphic taking a back seat. But all is not lost, there are plenty of options for you in the side bar.



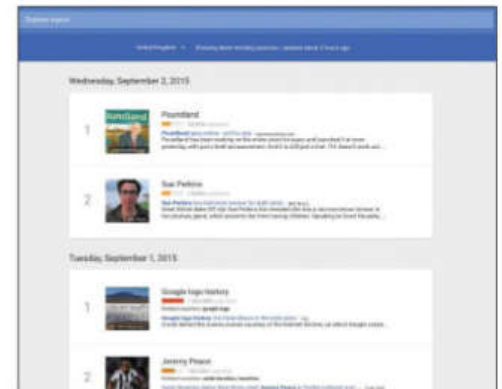
4: Explore

Click the Explore option on the left and then enter a specific term in the search box. You will be presented with a timeline and stats for related terms. Geographical data is also included.



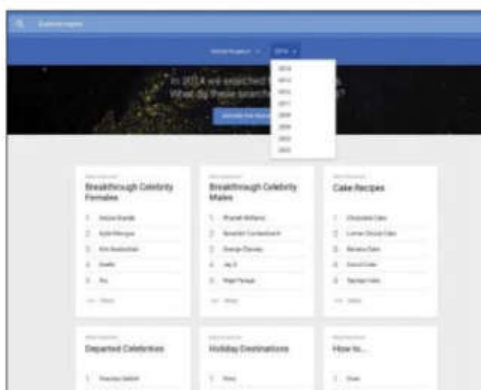
5: Visual representation

Your searches will show up as a graph, from the searches over time to showing which countries the search is hottest in. It will show you related searches as well.



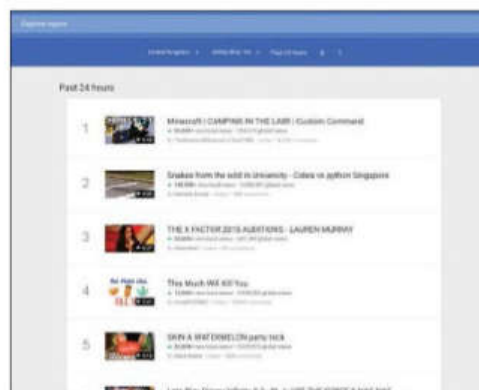
6: Top Charts

In the 'Trending Searches' option you will find what is currently the hottest search happening right now in your area. It will show you the recent hottest trends from the previous days.



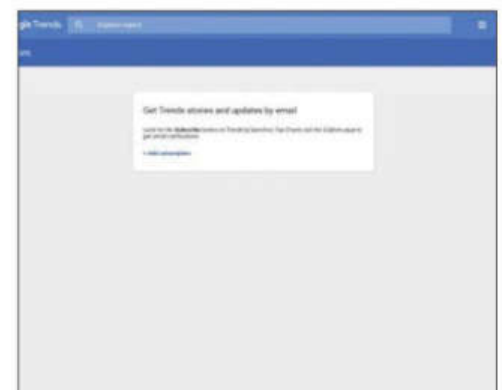
7: Be specific

In the Top Charts section you will see two small boxes at the top. Click the date box to view the top charts for a particular month, all of the way back to the year 2002.



8: Hot on YouTube

If YouTube is your thing, you can find out which videos are currently being watched. You can also refine the search to find the trending videos from other countries or further back in time.



9: Subscribe to trends

If you want to be kept up to date with the trends, you can choose to subscribe to any of the sections. Just look for the 'Subscribe' button, and click it. You can manage them via the Subscriptions page.

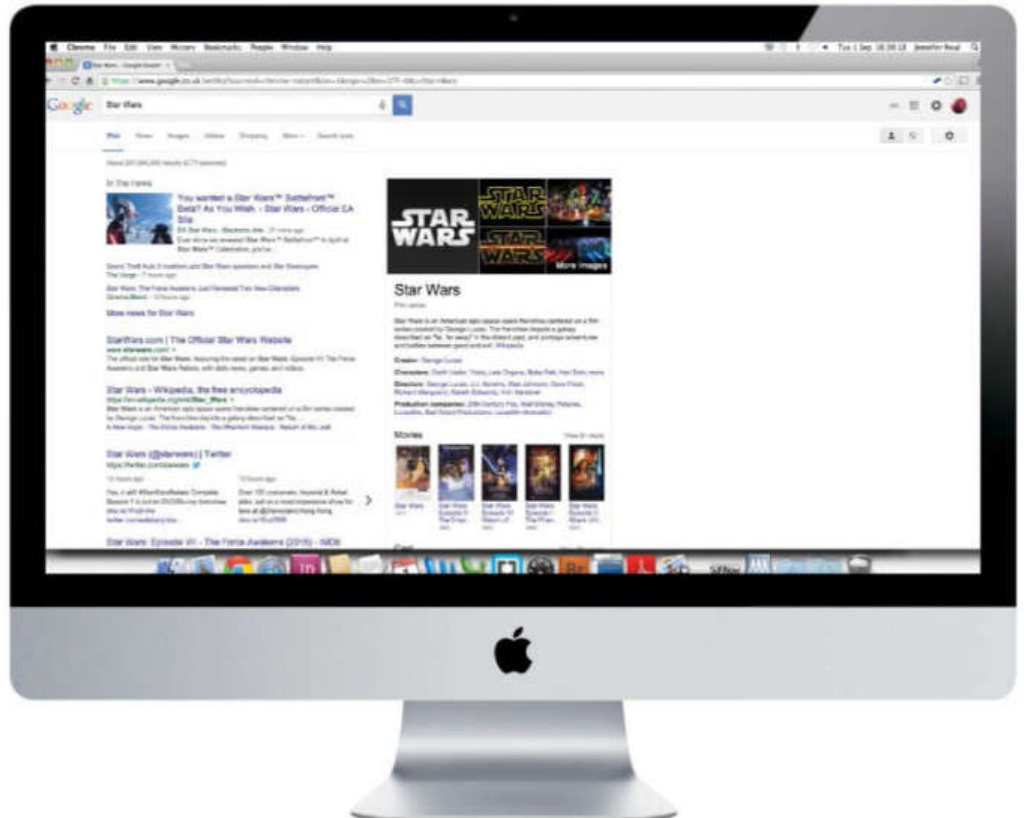
Search more accurately using the advanced tools

Specify exactly what you need to find and narrow down your results by using advanced search tools

Most people use Google Search every day and accept the results that are presented. This is perfectly reasonable because the results are almost always accurate and fit the search term that has been inputted, but there are ways to improve your results.

Google offers many tools that will let you search for images, locations and other non-text references with ease and even these can be expanded upon to let you find exact image sizes and the type of images you require. The Advanced Search option lets you specify more than one term and you can choose what to include and what to avoid, which should bring results that are as near to your requirements as possible. The simplistic search page also lets you compare the prices of products, find books and apps, and jump to Google Maps if you need a particular location.

For most tasks you will not need these tools, but for research and more serious undertakings they offer a lot of benefits and time savings which should prove useful to you. If you use the search tools wisely, you will have the ability to find anything in seconds, despite the fact that the internet is an immeasurably large place.



Search layout

Lots of tools in one place

Powerful image searching

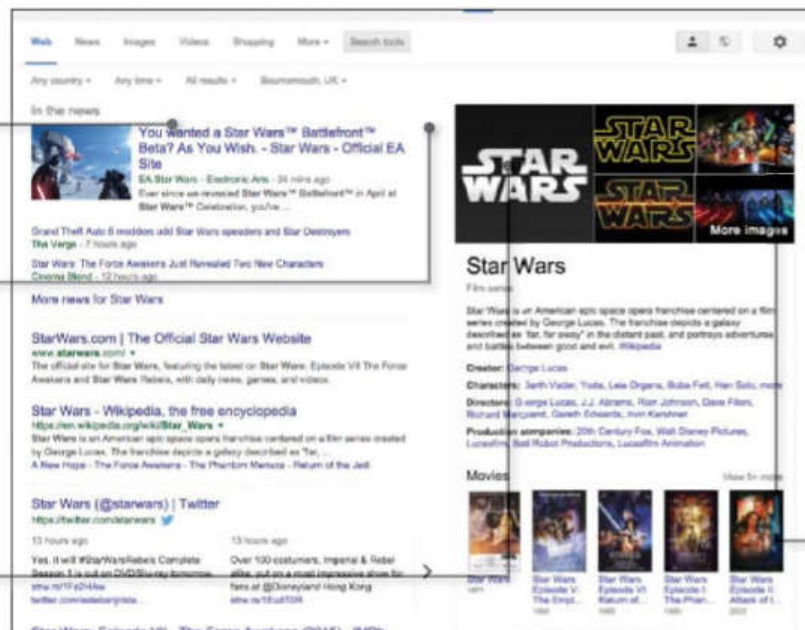
Image searching can be very precise. You can choose colours, exact sizes or even the style, such as faces or drawings.

Types of result

You can also specify where you want to get your results from. Blogs, discussions, patents and news sites are available.

Locations and times

Narrow down results by choosing when and where they are. Click 'Search tools' to bring up this row of powerful options.



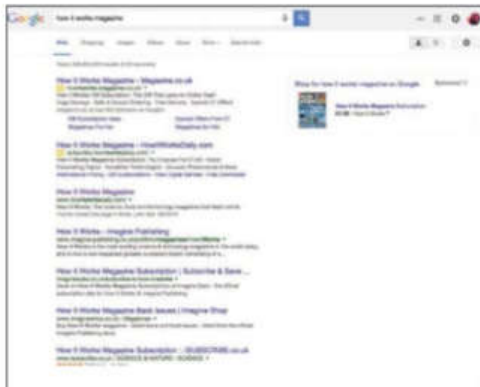
SafeSearch

Google Search is designed to offer all of the results possible, but there will be times when you need to limit them. SafeSearch is available via the cog on the right-hand side of the search page and will filter out adult content from your results. It cannot do this 100 per cent of the time, but is useful if you let your children use Google.

Advanced searching

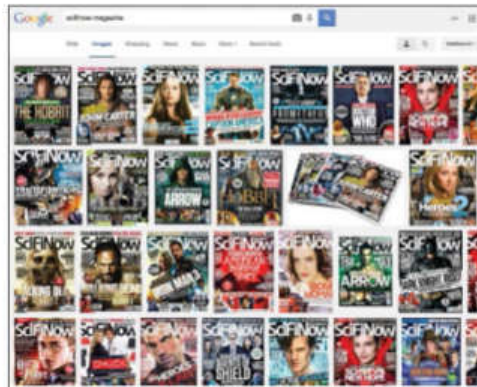
Exact phrases, languages, reading levels and where terms appear on a page can be selected in the advanced search option. This lets you find the most obscure results.

Search | Use advanced tools to search



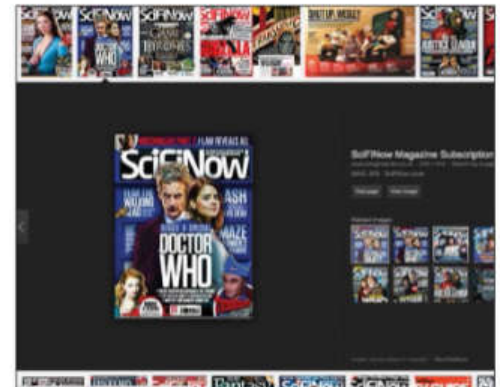
1: Find the option

When you complete a search in Google you will be presented with a standard list of weblinks, some of which contain further page links. Notice the row of options at the top.



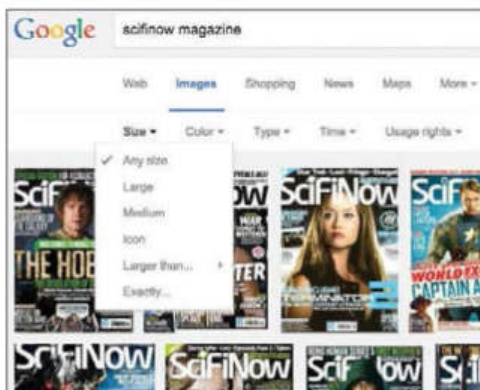
2: Image searching

Click the Images option to be presented with a grid of related images. These are laid out in the most relevant order and not narrowed down in any way, but they can be.



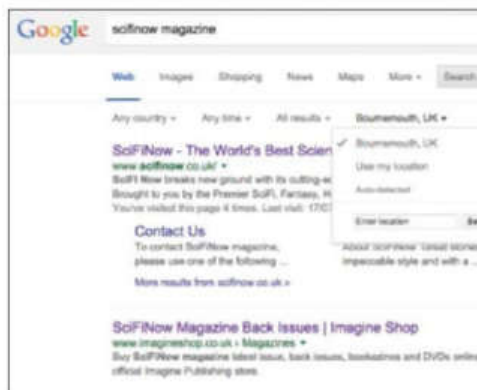
3: Detailed image information

Click on any image to see it expand and to view information about it. The size, a link to the original page and similar images are also shown. You can right-click to copy it.



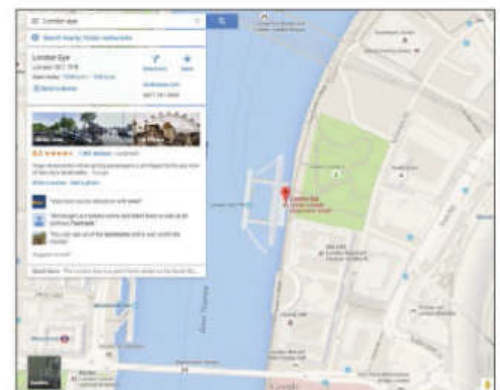
4: Sizes and colours

You can also click the 'Search tools' option and then choose what size image you need, a choice of colour and even the time it was published. This feature offers very specific searching.



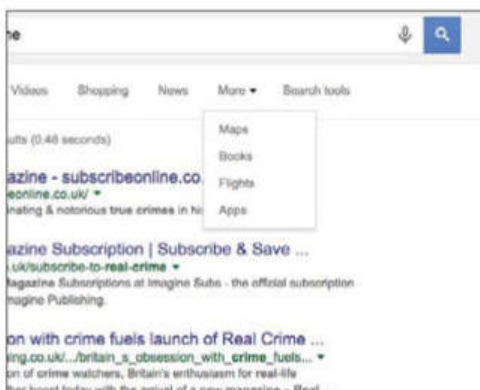
5: Define pages

When in the standard Google Search view, click 'Search tools' again to choose locations, an exact time frame or only pages from your own country. You can even specify non-visited pages.



6: Words and maps

Clicking Maps will immediately present a Google Map showing the location of your search result. Multiple results will be listed on the left-hand side and one more click will present a new map.



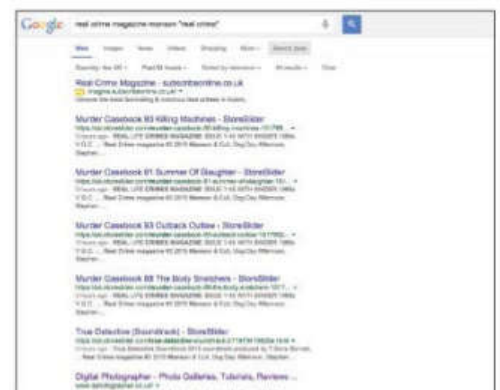
7: There's always more

The More option offers a method of narrowing down the results to blogs, news, videos and many other categories. This will let you find exactly what you need in a couple of clicks.



8: Even more advanced

Tap the cog on the right-hand side of the page and you will see an 'Advanced search' option. Click it and take some time to check out all of the boxes on this particular page.



9: Extremely specific results

Once you have entered the exact parameters you are looking for, a standard search page will appear. Expect to receive no results on occasion, but it can be extremely accurate.

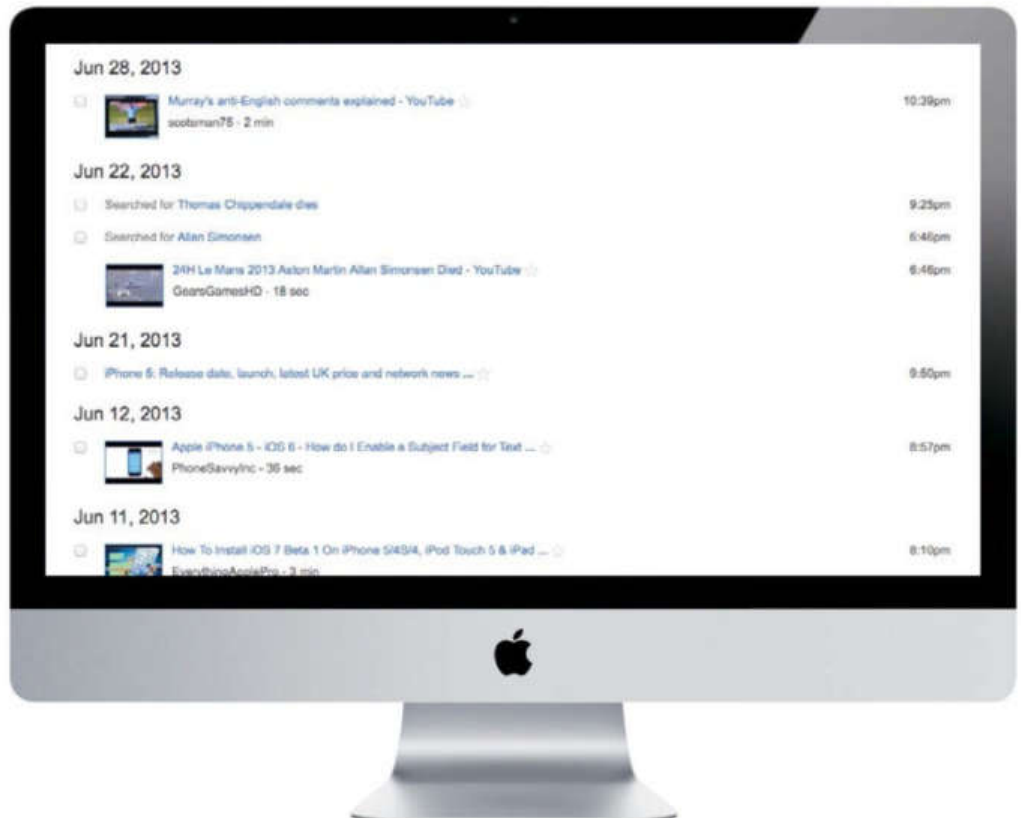
Make the most of your Web History

How do you enable Web History and what exactly does it do?
We explain this useful feature

The Web History feature is not often talked about, but it's a treasure trove of information and will tell you everything you need to know about your activity on the web. The results are taken when you are signed into your Google account while browsing and every search, result and page visit is listed for you to peruse.

The detail is quite surprising at first because there is so much of it, but it offers many benefits. For example, if you found some interesting information two days ago and did not note it down, you can simply look back and see everything that you found. It can be useful for monitoring your own habits and activities, and other uses for this data are endless.

The fact that you can easily disable it is a bonus, but you should also be aware that the data is yours and that a password is needed to view it. If you have set a strong password, and preferably two-step authentication, your data will remain as safe as all of your other Google data, including emails and documents. Web History offers a view into your world that you may not have thought possible, but you should take full advantage.



Detailed data

A look at the information available in Web History

• The trends

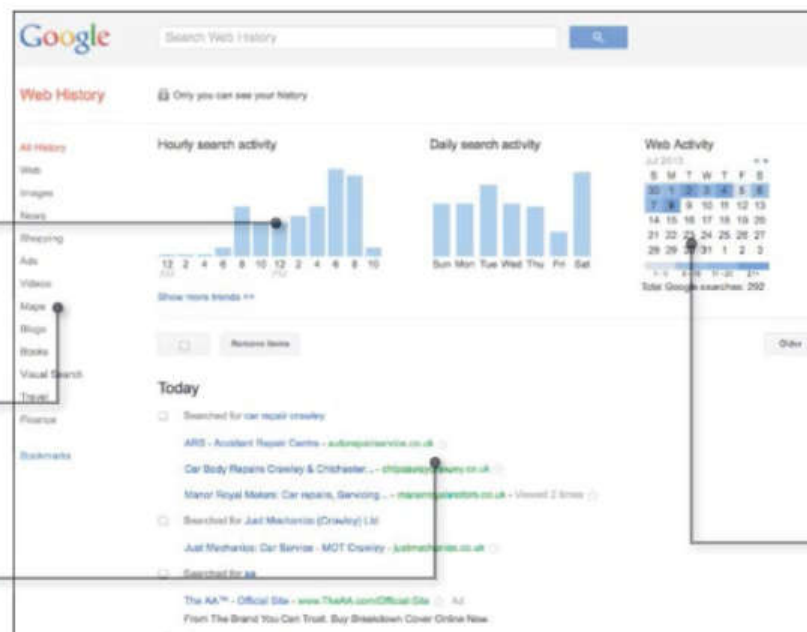
The graphs show your trending searches and pages visited. You may be surprised at just how much you use Google.

• Broken down

Everything from your video views to the ads you see are available by choosing the categories in the left column.

• Every entry

Each result is clickable and has a box that you can use to delete, plus a star to mark it as a favourite. Even the time is listed.



Don't panic

Don't worry too much about the data that is stored in Web History because it is part of the Google system and is needed to offer you the quick and efficient web experience you are used to. Only you can see this data and if you are overly concerned, you always have the opportunity to disable the feature with one click.

• Day by day

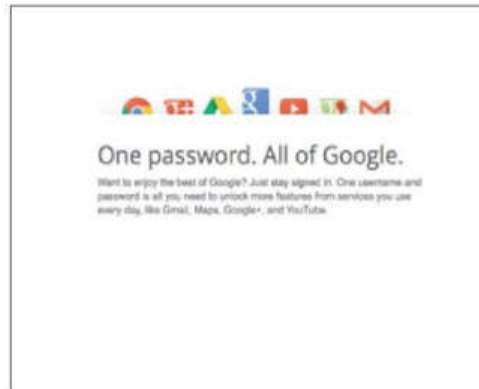
You can see your history on any given day by simply clicking a date on the calendar. This can be useful if others use your computer.

Web History | Understand Web History



1: Where is it?

The Web History feature is not visible on the main Google page and as such requires some finding. Click on Settings from the bottom-right and then select 'Web History' to proceed further.



2: Security is key

You'll have to enter your Google password to view Web History. This may seem inconvenient at first, but is required because your historical data contains lots of personal information about your habits.



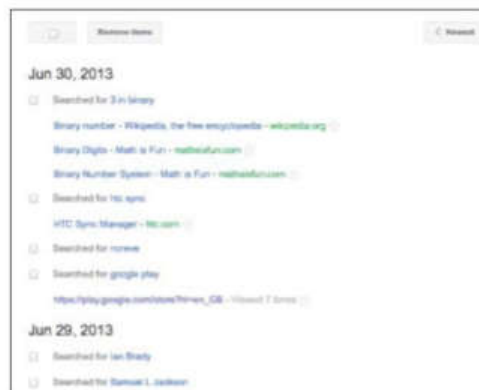
3: So much information

As soon as you see the Web History page it becomes apparent that a lot of information is stored here. You may be surprised to know that this is just the tip of the iceberg.



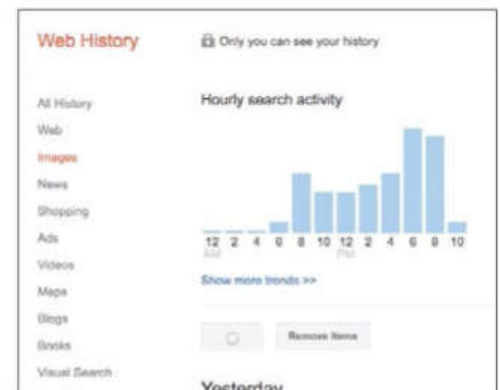
4: Check the trends

Click the 'Show more trends' option just below the graphs at the top to see a list of your top clicks, most used queries and most searched-for sites. Each result is clickable.



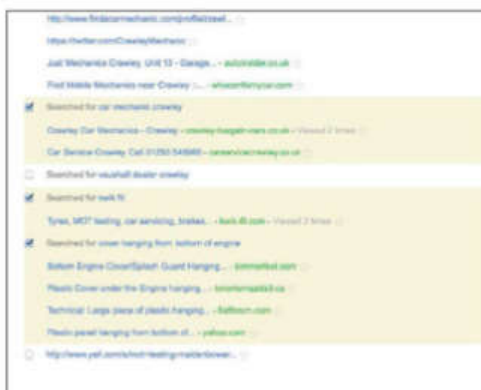
5: Check each day

You can click any date in the calendar on the right to see exactly what your web activity was on that day. The results for each day are complete and can be surprisingly long.



6: Narrow it down

The left-hand column is used to help you narrow down your historic visits. Everything from web searches to images is covered and available in complete detail with full daily results intact.



7: Delete specific activity

You can delete individual searches and their results by ticking the box next to any entry. Click 'Remove items' at the top and they will be deleted from your historic results immediately.



8: Quick favourites

All of your results will have a star to the right of them. Simply click on the star to turn it yellow and make the weblink into a favourite for future reference. It helps you keep track.



9: Disable web history

Click the cog on the right-hand side and then select Settings to be presented with a simple screen. Here you can disable the Web History functionality by clicking the 'Turn off' button.

Add the Google Toolbar to your Internet Explorer browser

How to take Google with you everywhere on the web, using a handy omnipresent toolbar in your Windows browser

As Google has so many services and products, it has found a way to cleverly link them all together, even when you are casually browsing the web. Google Toolbar is a free download that you can install on Internet Explorer; it used to work with more browsers but those have since been updated to make the Toolbar redundant. Once installed, it will provide extra Google functionality to your browser by placing a toolbar across the top of your browser window that provides a search engine, a button to instantly share content through your Google+ account, plus a button to '+1' anything that you think is cool.

Of course, if you use Google's own web browser, Chrome, then all of these features are already built into the interface, but if you are using Internet Explorer then Google Toolbar will help you speed up your productivity and online sociability by allowing you to easily hook up with your other Google services.

In this tutorial we will guide you through the process of downloading, installing and running Google Toolbar through Internet Explorer. It's a great way to breathe new life into your browser if you aren't quite ready to go with Chrome.



Google Toolbar

Exploring the benefits that your Toolbar provides

• Your toolbar

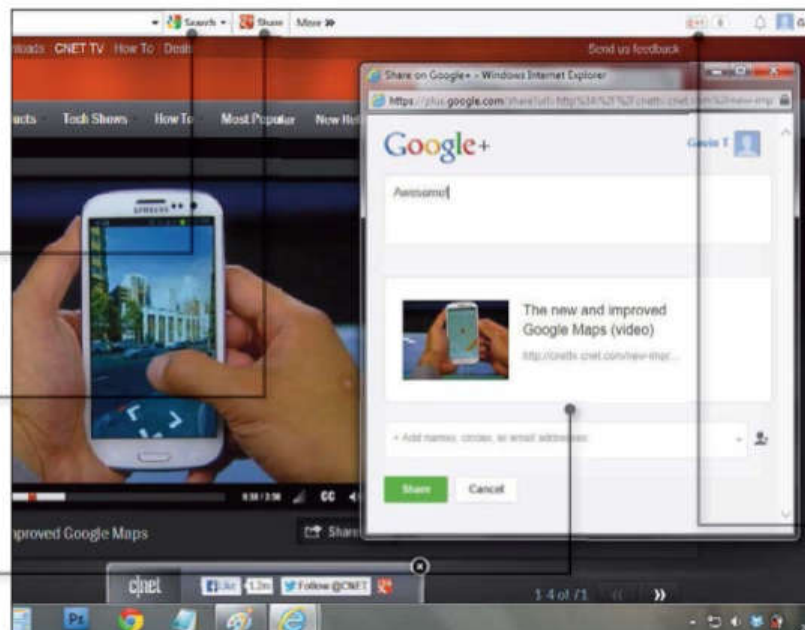
Once installed and activated, your Google Toolbar will provide instant access to a range of useful features.

• Share stuff

Now you can instantly share anything you find on the web by clicking on the Share button in the toolbar.

• Your share window

A pop-up window will appear when you click on Share. Into this you can write a comment and share it with friends.



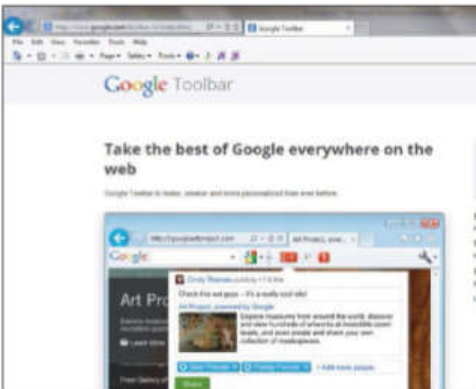
Browser incompatibility

When trying to install Google Toolbar you may be told it isn't compatible with your browser. This is an all too common occurrence, although we can confirm that Internet Explorer is a proven host for this cool add-on. Don't give up hope of never having it on your preferred browser, though, as updates could widen its user base over the coming months.

• Google+ features

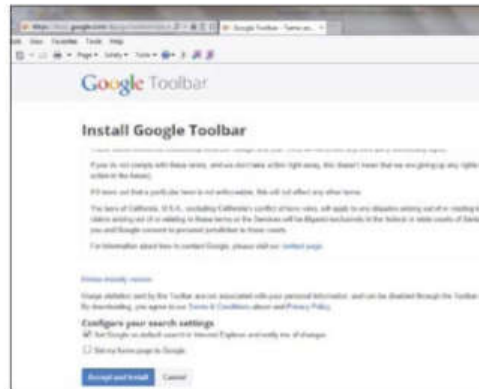
The toolbar adds a '+1' button, which you can click on to reference whatever webpage you are looking at on Google+.

Internet Explorer Installing and using Google Toolbar



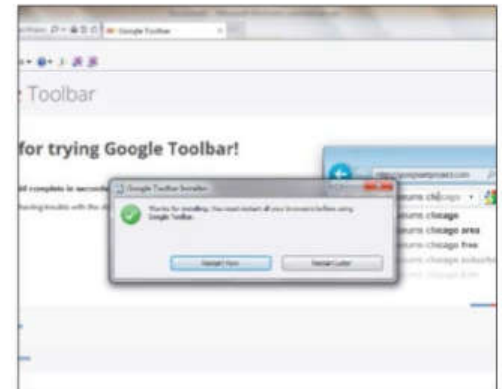
1: Go to website

Go to www.google.com/toolbar and you will be able to read all about this service and what it offers. In the top-right corner of the screen will be a 'Download Google Toolbar' button. Click this.



2: Download Toolbar

You will now be taken through to the Google Toolbar installation screen. Take a moment to read up on all of the information on offer and review the search settings, then click on 'Accept and Install'.



3: Restart now

Once the installation process is complete you will get a notification box asking you to Restart Now. Ensure that all of your web browsers are closed and then click on this option.



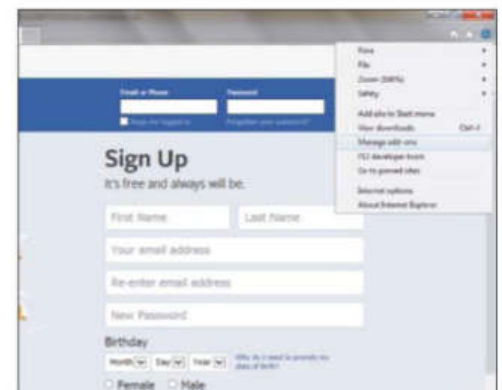
4: Relaunch your browser

Once all of your web browsers have quit, it is safe to reopen the one you installed Toolbar on. You will see a message at the bottom of the screen – click on the Enable option.



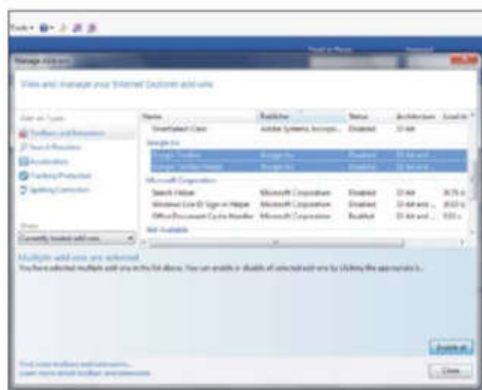
5: Your new Toolbar

The Google Toolbar will now be in effect and sits at the top of your browser. You will be informed of its features via a pop-up window; the most significant is the '+1' button that is linked to Google+.



6: Troubleshooting

If your Google Toolbar isn't being displayed correctly, click on the cog icon in the top-right corner of the screen to access your Settings menu and then click on the 'Manage Add-Ons' option.



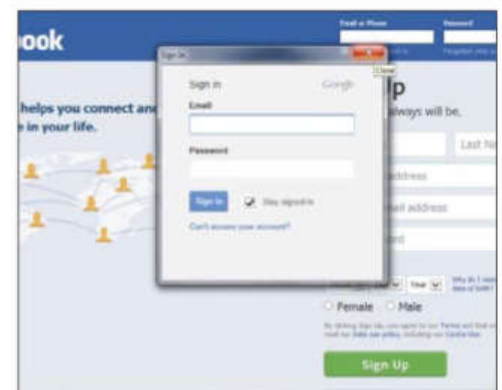
7: Enable options

On the next screen, scroll down to the two Google Toolbar options. They will either say New or Disabled. Select them and then click on the 'Enable All' option at the bottom of the screen.



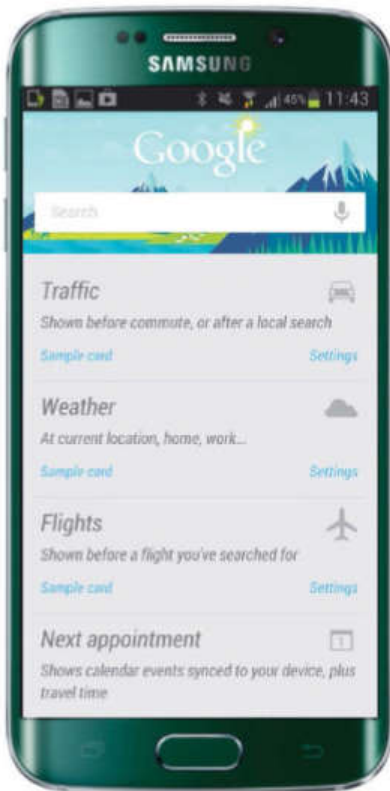
8: Another option

If your Toolbar still isn't displayed correctly, right-click on the Command toolbar and then click the checkbox next to Google Toolbar. You may have to tick the 'Command off' option to make room for it.



9: Sign in

Once you have got Google Toolbar up and running successfully, click on the 'Sign In' option in the top-right corner. This way you will get all of the benefits of personalised search results and the '+1' button.



Use Google Now to keep everything on track

Now can help you in every aspect of your daily living, by learning what's important to you

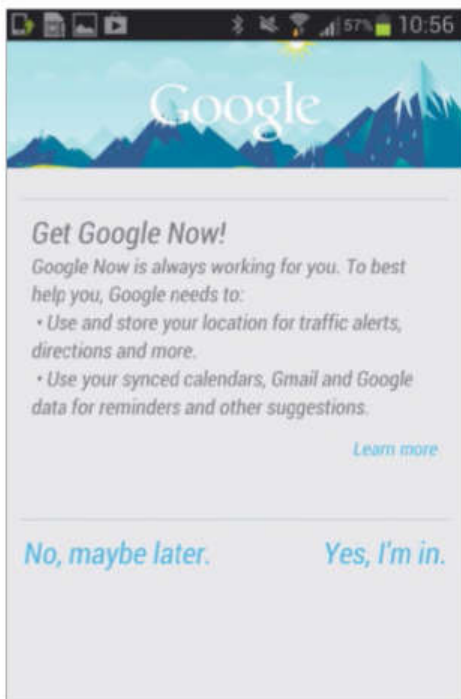
Google Now is a magical service that may well feel slightly unnerving when you first start using it. Its ability to know where you are and to predict what you will be doing in the future may seem strange, but it is merely the result of some clever programming that can help you with everyday activities.

For instance, your daily commute can be shown in map form and the potential traffic calculated to give you an estimate of the journey time. That upcoming flight can be updated in real-time and all of your appointments are shown for good measure. Add to this some very clever reminders where you can request an alert to be shown when you reach a specific location and you start to see the benefits on offer from Google Now.

It doesn't end there, however, because weather forecasts are included in the Google Now information alongside stock prices and so much more. There is a huge variety of information-packed 'cards' available and over time more of them will come in to play as you use the various other Google apps and services on your device.

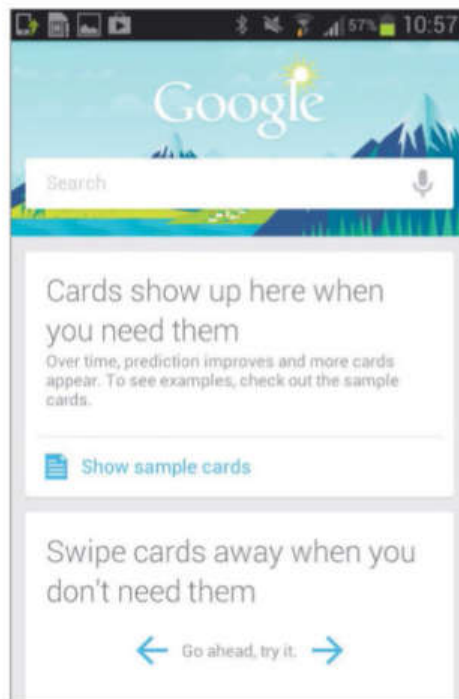
Google Now is able to look at your searches and your daily routines and respond accordingly, making it the perfect virtual assistant to help you get things done. It's time to learn how to use it and to understand just how beneficial it can be every single day.

 **Now** | Live with Google Now



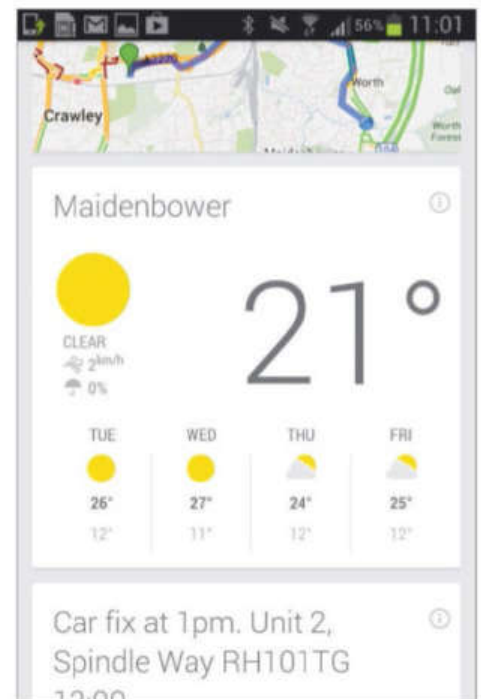
1: Set it up

Open the Google Search app on your Android device, tap the Menu button and then select the Settings option. Make sure that Google Now is switched to On. A new confirmation screen will then appear.



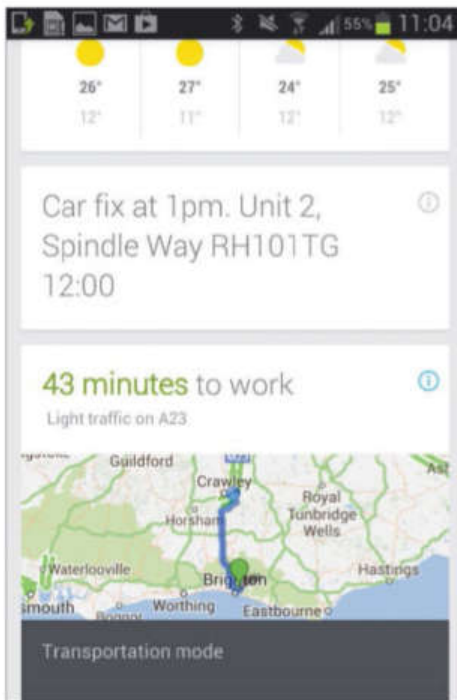
2: Simple instructions

Read through the instructional cards to learn about how the Google Now system works and delete them as you proceed. Also, check out the sample cards to see what kind of things are available to you.



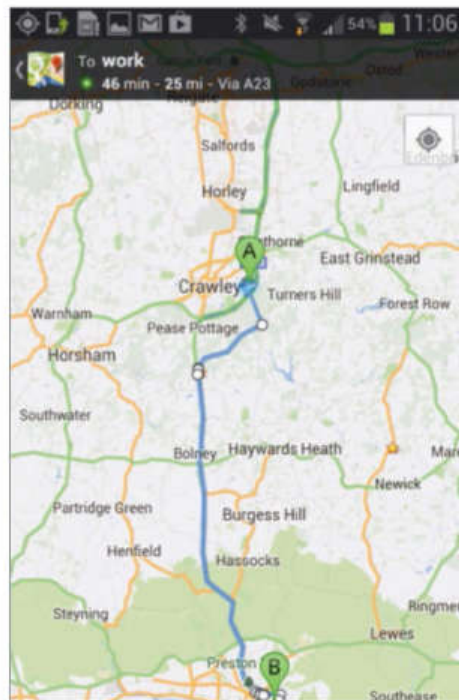
3: The weather

A card will always be displayed showing the current weather for your location (and any other important places, such as work) and it also includes a short-range forecast. Tap it to see even more detail and a longer forecast.



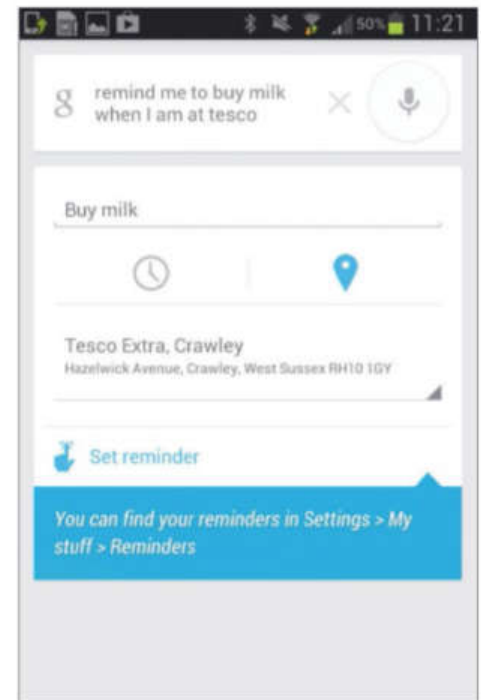
4: The daily commute

By using location-tracking data, Google Now knows the journey you take to work each day and will present it as a card showing the estimated amount of time it will take on your next commute.



5: Interactive cards

Simply tap the map in the daily commute card and you will be presented with all of your driving directions and alerted to any traffic problems that may slow you down. It'll help you to avoid problems and arrive on time.



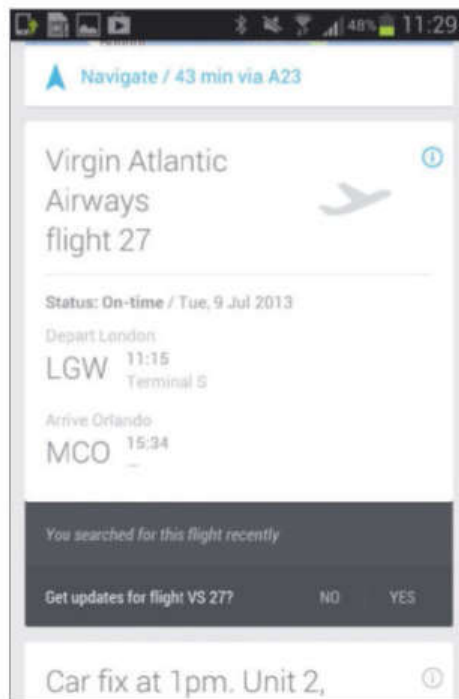
6: Location-based reminders

Tap the microphone icon at the top of the screen and speak a reminder such as "Remind me to buy some milk when I'm at Tesco". The nearest Tesco store will then be found and a reminder set automatically about buying that milk.



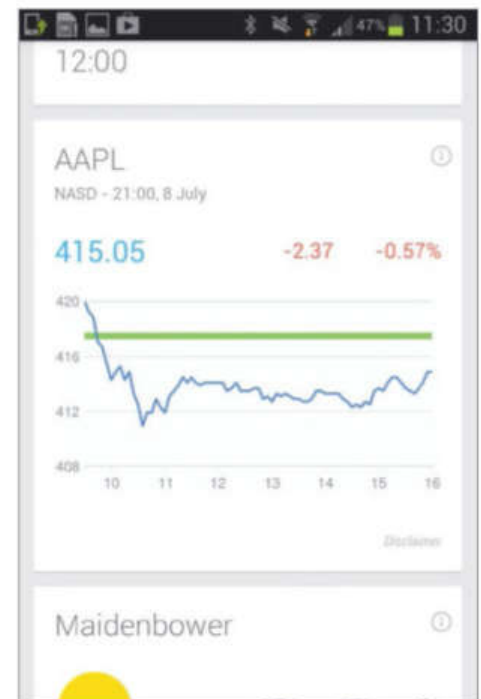
7: Dealing with reminders

Press the Menu button and then select Settings from the list of options. Now choose 'My Stuff' and all of your reminders, stocks and places will be listed ready to edit or delete if and when you need to.



8: Simple searches

Even a search for a flight can be covered by Google Now. Any search will be shown as a card and you can then ask for updates as the flight progresses. So you'll know exactly when it is likely to land.



9: Everything is covered

Stocks for multiple companies can be displayed when they are added in Settings, and so can results for your favourite sports teams alongside all of your searches and reminders. Google Now is incredibly flexible.



Converse with anyone, in any language

Use Google Translate to speak to anyone in more than 50 different languages

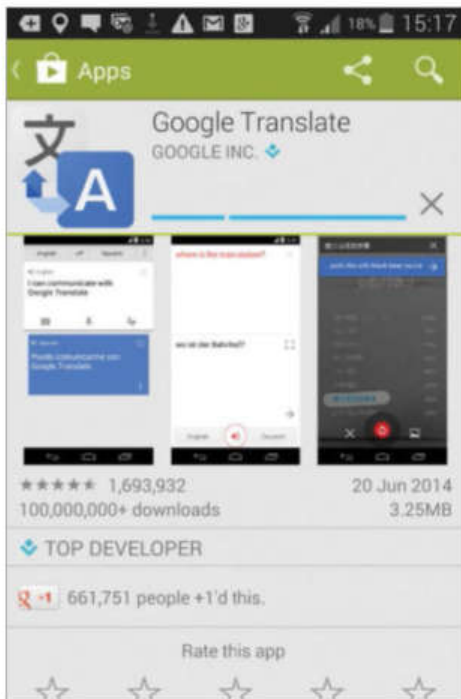
You may think that you will rarely require the ability to translate a foreign language and text, but that could be down to the fact that you may believe it to be difficult and time-consuming. With Google Translate, however, you now have more than 50 languages at your fingertips and you can use the immediate translations in a variety of ways.

The conversation mode lets you pass your phone between two people and to hear the translations spoken out loud while you are speaking. This is ideal when exploring a foreign land on holiday, enabling you to interact and converse with the local residents almost as seamlessly as if you were fluent in their language.

The translate mode offers the simplicity of either typing or speaking a phrase and seeing it translated immediately, but it is the ability to share the translations with so many apps that makes it a very powerful tool for texting and communicating with people. There is a phrasebook, the ability to save often used phrases and a host of other hidden features which only come into play when you need them, and together they create something very special.

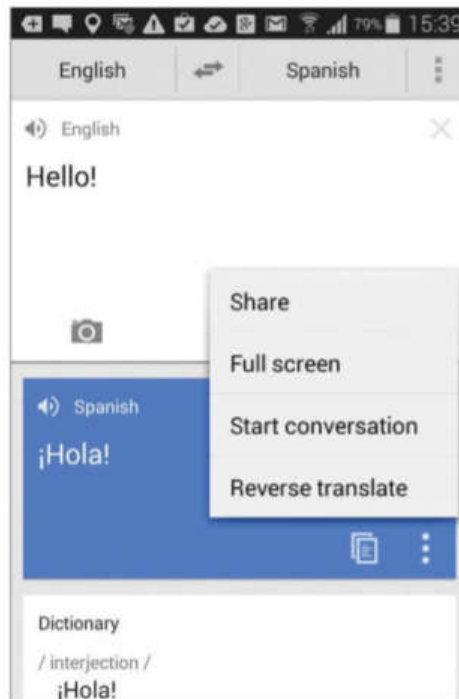
When you consider just how useful this solution can be and how accurately it works, you will have the ability to converse with people in real-time in a way that you may previously have not thought possible. It is a hidden jewel in Google's crown.

Translate | Speak to the world



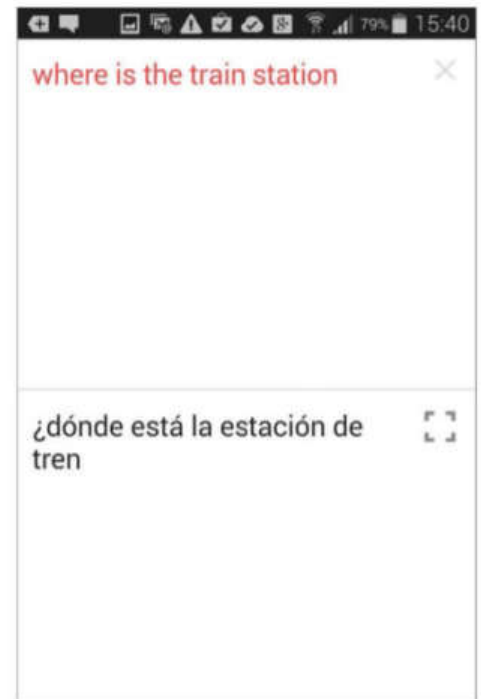
1: Grab the app

Download the Google Translate app from the Google Play store and install. It requires quite a few permissions to work properly, but this is expected for the huge amount of functionality that it offers.



2: Start a conversation

Start off by selecting the language you are translating from and the language you are translating to, then enter some text to translate. When the translation appears, tap the menu icon on that box and choose 'Start conversation'.



3: Start to talk

Each of you can now press the language buttons at the bottom before you speak and the audible translations will be sounded after each sentence. They are also presented as text on the screen, so you can see what's being said.

Every feature you need

A simplistic translation screen

● Translate everywhere

You can translate any sentence into any language and then share it with Messaging and many other apps and services to converse immediately in two languages.

● Real-time

When you type in text or speak into the microphone, the app will immediately translate your words into the chosen language. It all happens in seconds.

So many features

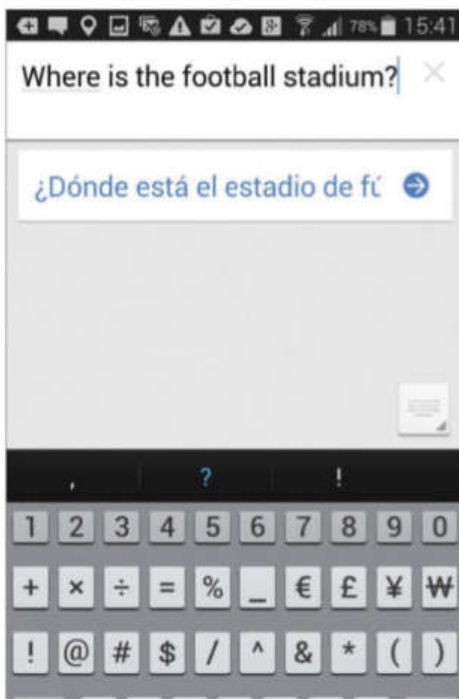
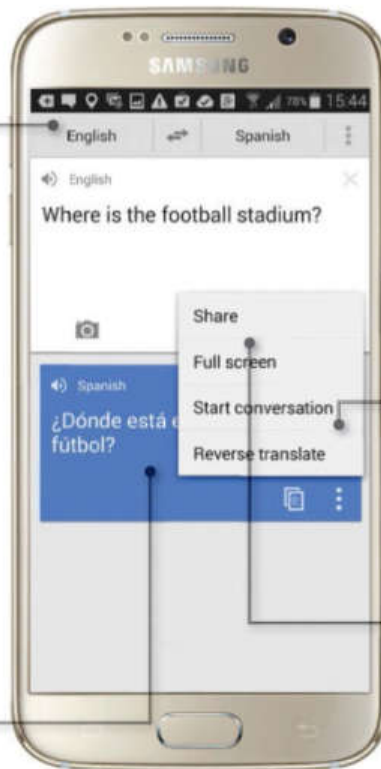
There are many other features available in Google Translate, including dictionaries, your translation history, favourites and the ability to read foreign scripts. If you take some time to understand everything the app does, you will be rewarded with a solution that will come in handy time and time again. It is a brilliantly simple and at the same time very clever solution.

● Time to speak

The conversation mode lets you talk to anyone who speaks a different language in real-time. This is particularly useful when on holiday in a foreign country.

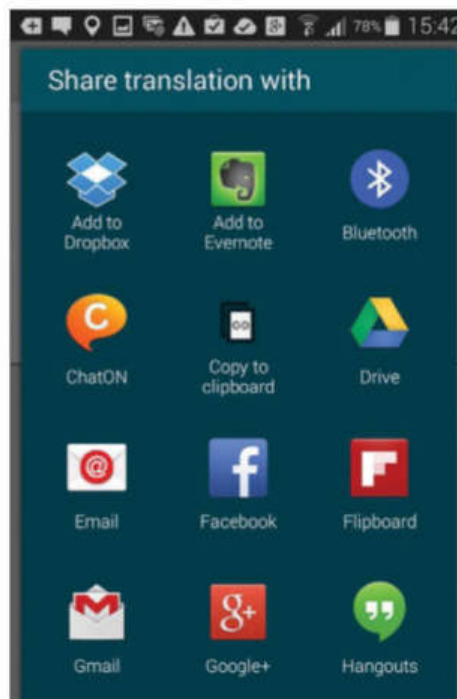
● Share translations

Any translated text can be shared via a wide range of services by tapping the menu icon and choosing the Share option from the pop-up menu



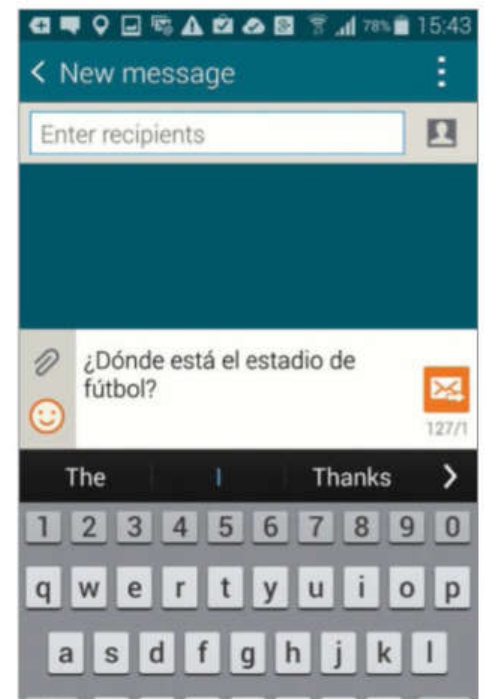
4: Text as well

If the app struggles to understand you, tap the back button and type your message instead. This will work almost 100 per cent of the time and is much more accurate, if a little time-consuming. The text will translate as you type.



5: Share the translations

In the Translate mode, you can type in or speak any phrase and translate it into different languages. There is a Share option that is accessible via the menu icon; tap this to share the text with other services.



6: Translated texts

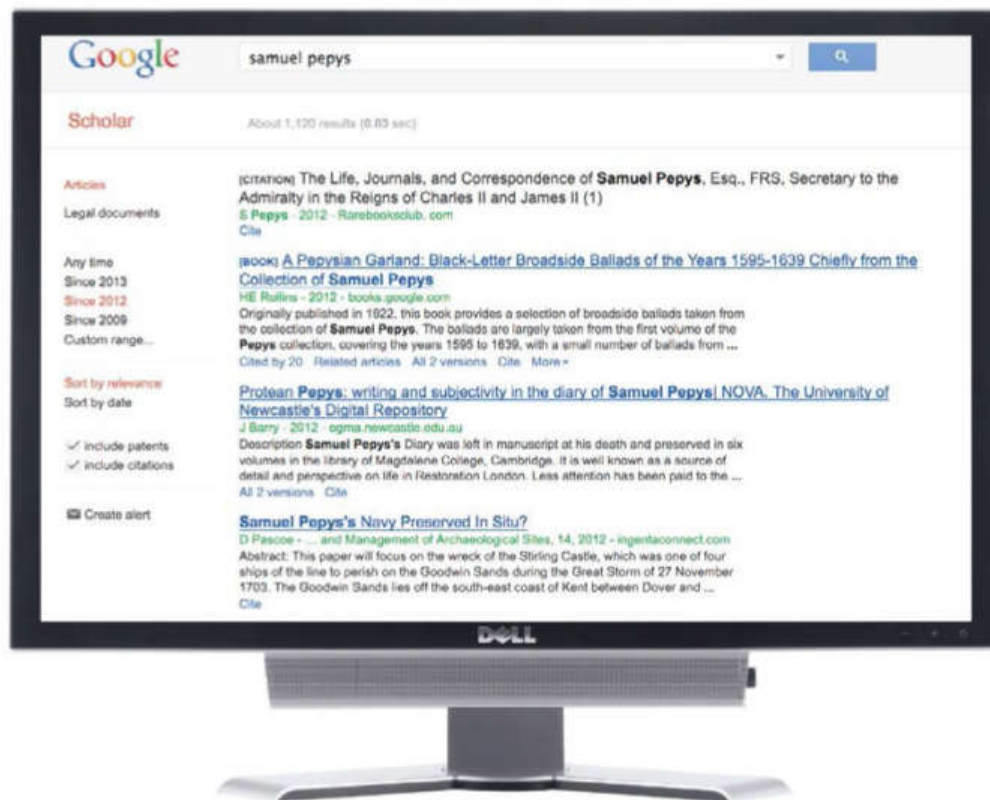
You can share any translation you create with Messaging and also translate received messages in another language using the app. Your entire text-message conversation can be undertaken easily in both languages.

Undertake research and collect citations using Google Scholar

Hours of research suddenly became an lot more organised and potentially fun

It is easy and natural to use the default Google Search method when researching topics, but to do so would be missing out on one of the most useful Google offerings. Scholar is designed specifically for researching academic literature and journals and includes a number of simple features that come together to create a powerful solution that will save you a lot of time and improve the accuracy of your searching enormously. Each search result is presented with options below it that will automate the citation of each article and you can also then import them into your bibliography using your chosen referencing style with just a couple of clicks. Stats are available showing the number of citations and many of the results link directly to full articles which can be downloaded. The Related articles feature works throughout every search and allows you to narrow down the results to show all areas of research on a subject, or even a specific area within a topic.

Google Scholar never overwhelms with complexity and the results are always presented in a simple-to-follow way, so there is no reason not to try it if you need to do literary research on occasion. It is a top-class solution that just works.



Scholar page

It lets the content shine through

Be specific

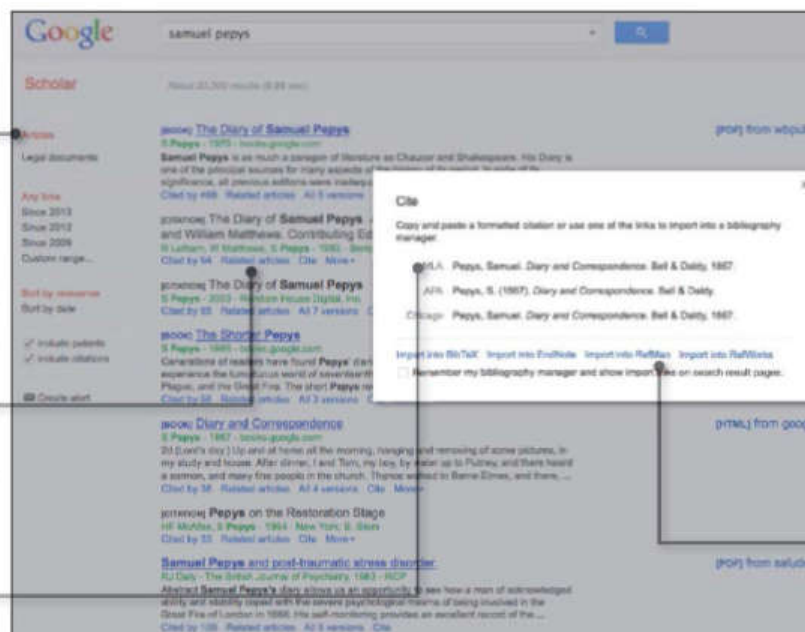
The sidebar offers the ability to set date ranges for your research and to also decide which type of content you want to include.

Related works

The Related articles options can be used multiple times to help you focus in on a particular area of interest.

Correctly formatted citations

Click the Cite link under any result for a correctly formatted citation to copy and paste into a document or webpage.



Intelligent ranking

The search results in Google Scholar are ranked using a number of data points. If an article has been cited many times, it'll rank higher. Many other factors are used, such as when it was published, who by and using further methods to weight the actual text of the document in its entirety. This helps speed up all of your research.

Importing citations

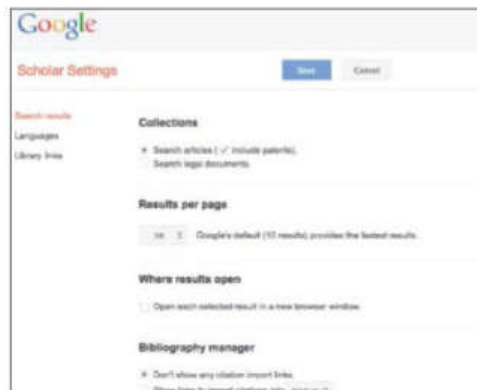
You can also import citations to services and software that are designed to build your bibliography. It's a two-click process and highly efficient.

Scholar | Work with Google Scholar



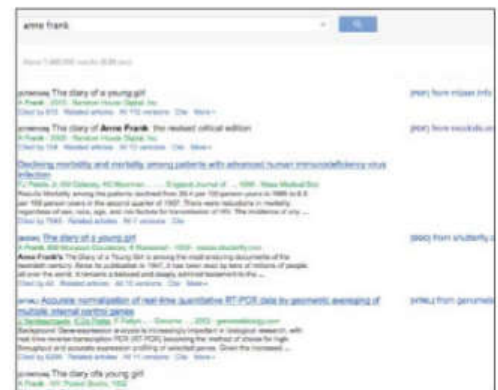
1: A blank page

Go to scholar.google.com and you will see a blank page with a search bar in the centre. Look closely at the options along the top, which give an indication of what you can do.



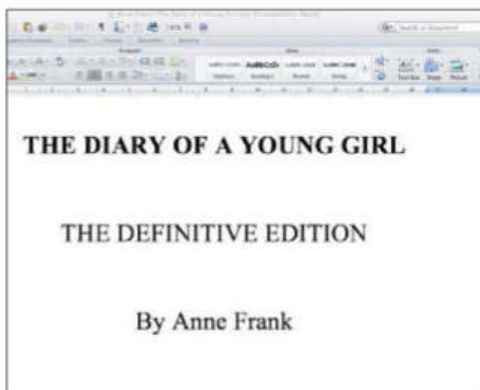
2: Adjust the settings

Click the Settings link at the top right and adjust each option to your preference. You can choose how many results appear at a time and if they open in new browser windows.



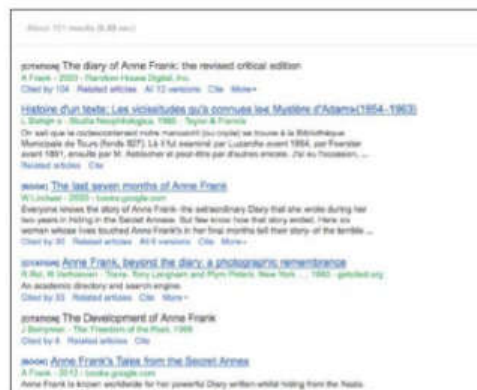
3: Your first search

Input a search term as you normally would in Google Search and then wait for the results. A list will appear with indicators on the right showing the format of the related content.



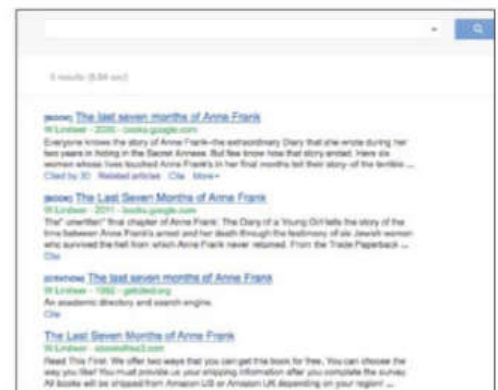
4: See the file

Click one of the right-hand links and the file will then be downloaded. Now open it in your preferred app to read the full document content in its original state.



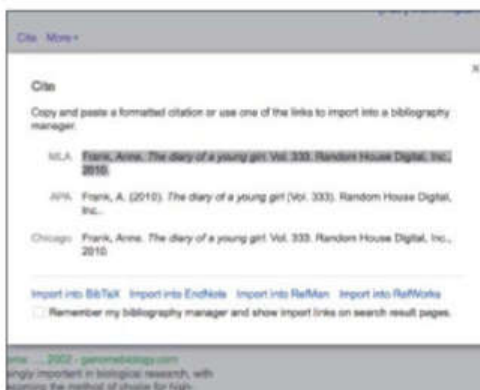
5: Related articles

You will see a Related articles option below many results. Click it to bring up a new list of results that are specifically related to the original result you were viewing.



6: Drilling down

You can now click Related articles again and again as you drill down through the various results. This lets you find everything you need in the most focused way possible.



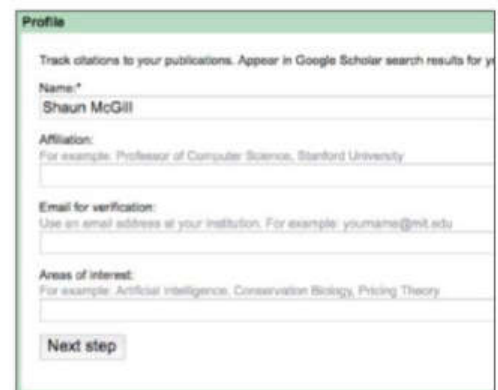
7: Use the Cite

Most results include extra links below them including a Cite option. The number of Cites is shown and all you have to do is click Cite to proceed. It will appear in a box.



8: Export the Cite

At the bottom of the citation you will see options to import it to various services. Click and it will be sent to your chosen service with the correct formatting in place.



9: Your work

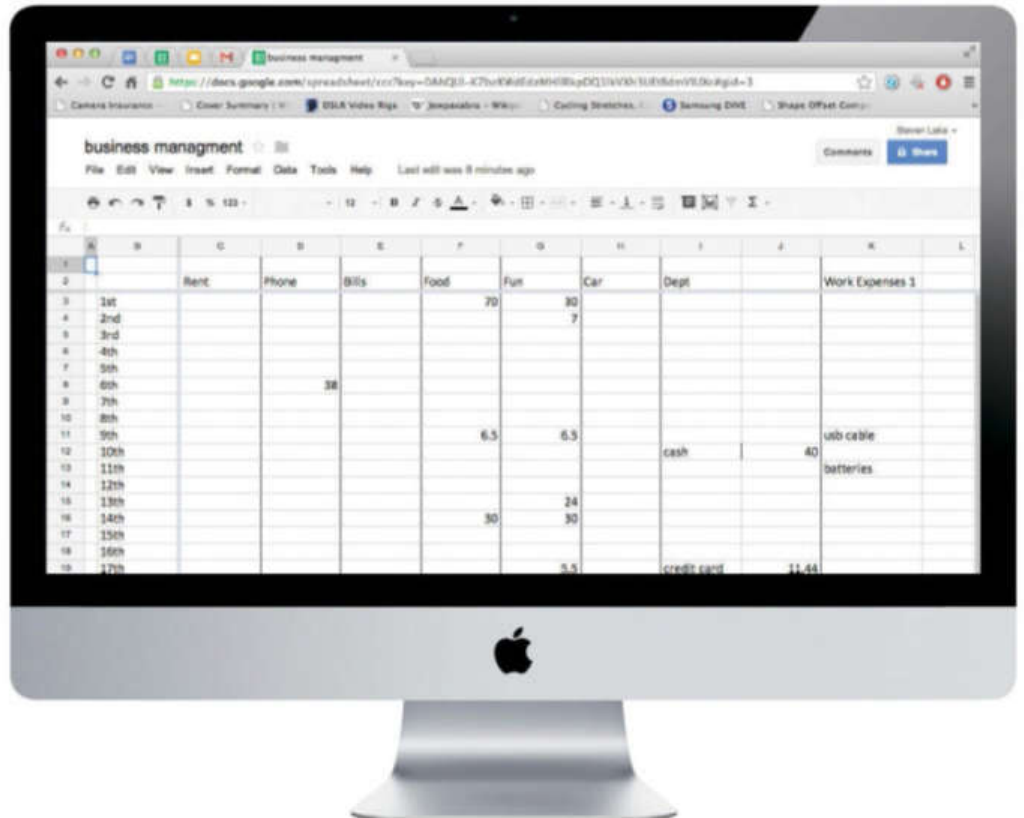
Clicking My Citations (at the top) gives you the opportunity to track citations for works you have published. Complete each form and you will be set up and ready to track the results.

Turn Chrome into your online office

Find out how easily you can manage your documents, spreadsheets and presentations through the Chrome apps page

Simply put, Google Docs is a free web app that runs on Chrome, offering you an office suite to create, edit and share documents, spreadsheets, presentations and more. As of April 2012 Google Docs now runs within the Google Drive online storage solution. There are three apps available: Google Docs (word processor), Google Sheets (spreadsheet); and Google Slides (presentation). If familiar with any standard office software, you'll have no trouble getting your head around these three apps.

Google Docs, Sheets and Slides are available for installation through the Chrome Store. Another great web app that is currently available in Beta format only when running Chrome in Windows is Chrome Office Viewer. With Chrome Office Viewer you can open Word, Excel or PowerPoint documents found anywhere online; you can't currently convert found files as you can with email attachments, but the benefit is that you can open these files that you find in search results or on websites within your browser, rather having to download them to view it. In time, Chrome Office Viewer will hopefully introduce a conversion option allowing you to convert any files you find online into an editable format within Chrome.



Google Sheets

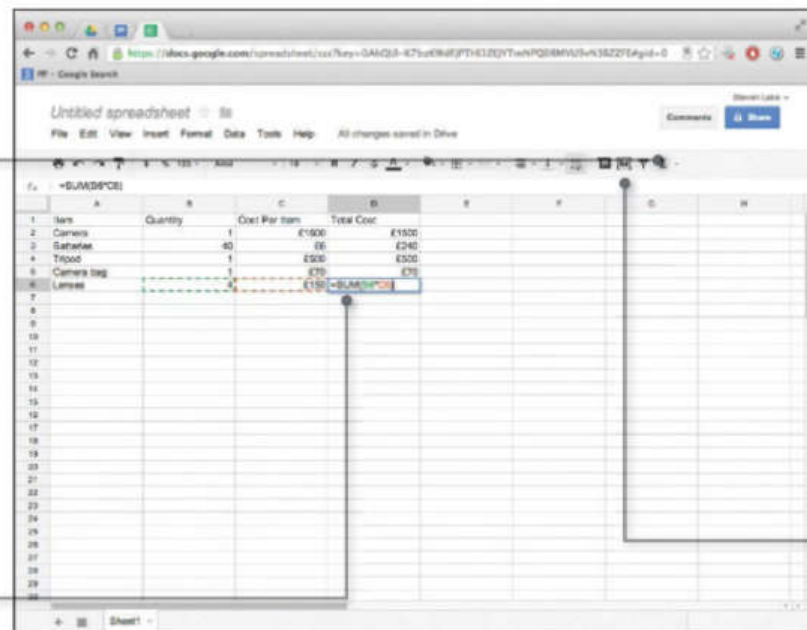
Use spreadsheets inside Chrome

Equations

Select a box, click the equation icon and select a format of equation. See Google details on equation coding for more information on this.

SUMs

Here a SUM is being created by multiplying box B6 by box C6 to give a total cost. SUM equations can be applied to entire rows and columns.



Other apps

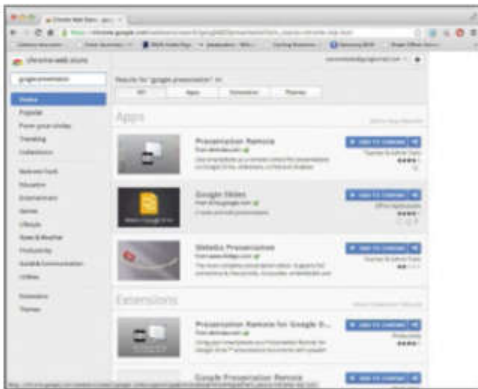
There are a variety of other office-themed web apps available via the Chrome Store. Google Finance is for financial info and creating related spreadsheets, charts and documents. Google Forms is for creating customisable interactive or printable forms. Google Drawings lets you create visually stimulating charts or layout diagrams to help spruce up presentations.

Charts

The Insert Chart tool converts your table into a visual chart or graph, helping to make the info in your spreadsheet easier to understand.

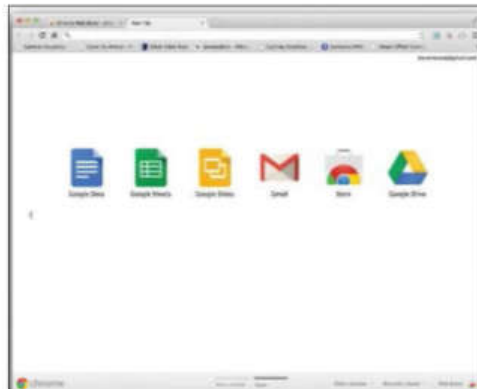


Chrome | Set up Google Docs, Sheets and Slides



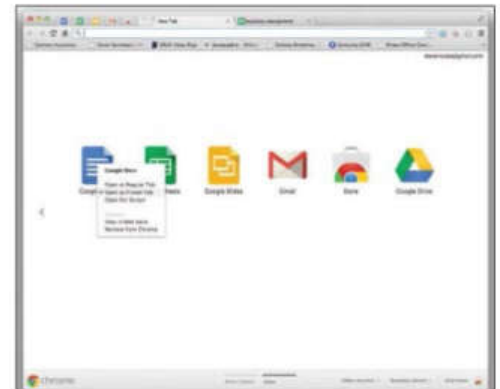
1: Installing web apps

Visit the Chrome Store and search for Google 'Docs', 'Sheets' and 'Slides'. These are all separate apps. Next to the app, click on 'Add to Chrome'. Click on the app's name for more information.



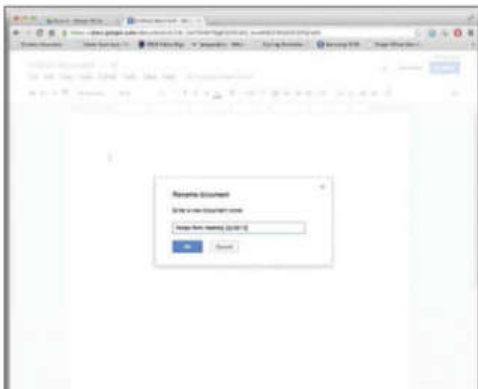
2: Splash screen

Open Chrome to be taken to the Google splash screen, which will display installed web apps. You can also access this page by clicking the Home icon in the top-right corner of Chrome.



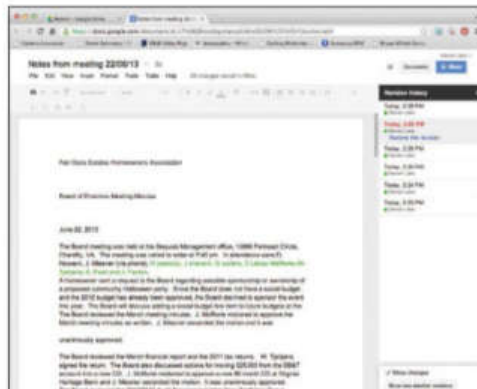
3: Pinned tabs

Right-click on one of the web apps and check 'Open as Pinned Tab'. A pinned tab is a compact tab that makes it easier for you to keep web apps running, without cluttering up Chrome.



4: Creating a document

Click on Google Docs. You will be presented with a blank page similar to other word-processing software. Click on 'Untitled Document' to name your document, then start adding text.



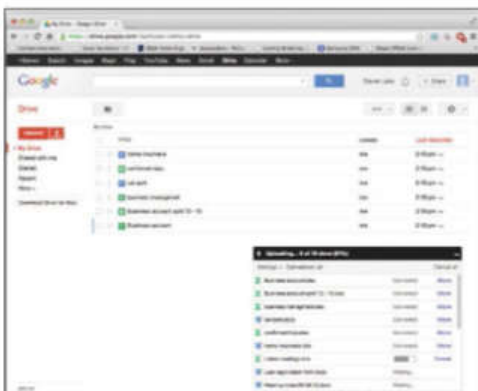
5: Managing documents

Your documents, spreadsheets and presentations will be saved to Google Drive automatically. Click 'All changes saved in Drive' to view your revision history and to restore previous versions of the document.



6: Conversion Settings

From the Home screen, open Google Drive. Click the cog icon in the top right of the window. Click 'Upload Settings', then check 'Convert Uploaded Files to Google Docs Format'.



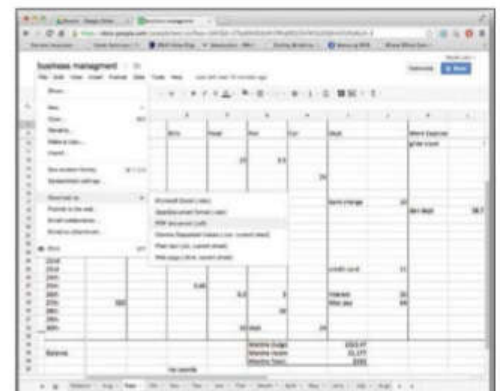
7: Uploading a document

In Google Drive, next to the Create button click the upload icon. Find the file(s) you want to upload. Drive will convert any Word, Excel or PowerPoint documents into Google-formatted documents.



8: Configure uploaded documents

Chrome will make certain assumptions about imported documents, such as currency and fonts. In Google Sheets, say, go to Format>Numbers>More Currencies to change currency.



9: Downloading a document

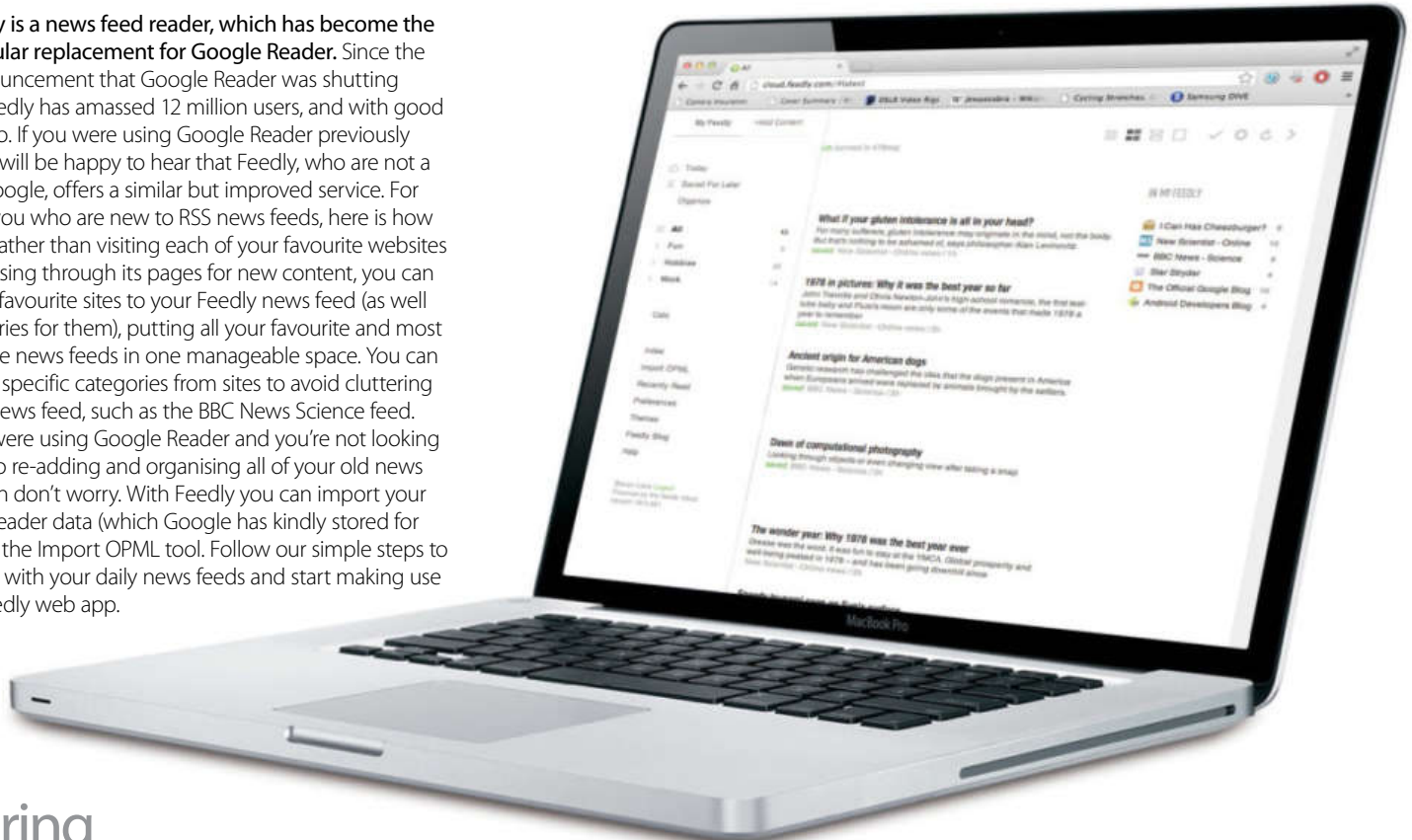
From the toolbar click File>Download as. You can download your documents, sheets and presentations in a variety of formats. Choose a file preference, adjust export settings, then click Export.

Get all of your news feeds saved into one place

Keep up to date with your favourite websites' daily updates with Feedly, the answer to the now defunct Google Reader service

Feedly is a news feed reader, which has become the popular replacement for Google Reader. Since the announcement that Google Reader was shutting down, Feedly has amassed 12 million users, and with good reason too. If you were using Google Reader previously then you will be happy to hear that Feedly, who are not a part of Google, offers a similar but improved service. For those of you who are new to RSS news feeds, here is how it works: rather than visiting each of your favourite websites and browsing through its pages for new content, you can add your favourite sites to your Feedly news feed (as well as categories for them), putting all your favourite and most up-to-date news feeds in one manageable space. You can even add specific categories from sites to avoid cluttering up your news feed, such as the BBC News Science feed.

If you were using Google Reader and you're not looking forward to re-adding and organising all of your old news feeds then don't worry. With Feedly you can import your Google Reader data (which Google has kindly stored for you) with the Import OPML tool. Follow our simple steps to get smart with your daily news feeds and start making use of the Feedly web app.



Sharing with Buffer

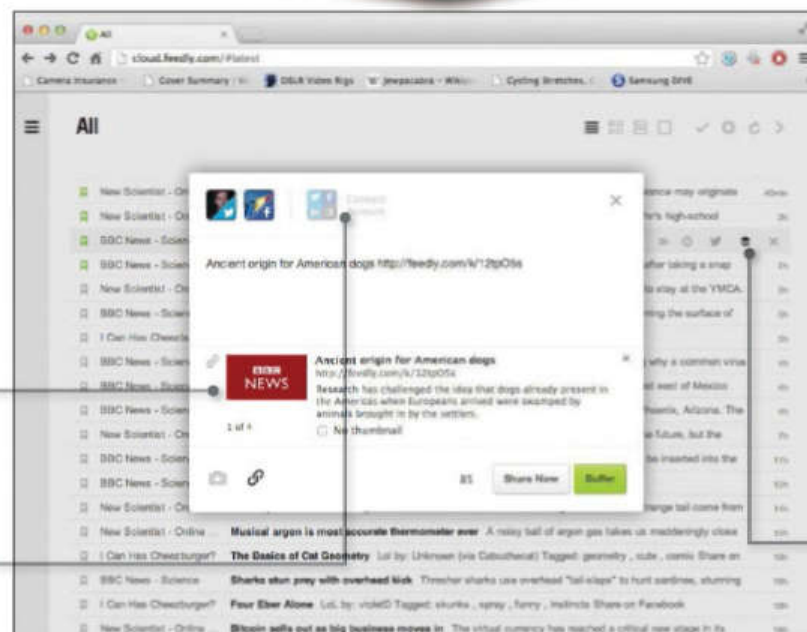
Use Buffer to share articles everywhere, instantly

Editing your post

Your post is split into three text boxes: a title, link and comment. Click on each one to edit it. You can add a photo by clicking the camera icon.

Posting options

Click on a social network's icon to select and deselect it for sharing an article. Click 'Connect account' to add new social networks, such as LinkedIn and app.net.



Subscribe by URL

If you come across a website, blog or news source you like that you can't find through the Feedly search engine, find the RSS button on the website, right-click and click Copy Link Address, then paste it into the Feedly Content search. A lot of news sites offer a variety of RSS links for very specific categories on their website.

Buffer an article

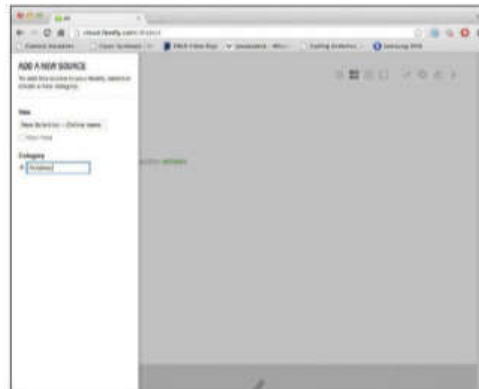
Hovering over a feed will display a series of sharing options. Click on the layers icon to open Buffer and share the article on social networks.

Feedly | Manage your news feeds



1: Find a feed

Log into Feedly. In the top left-hand corner, click the menu icon. Click '+Add Content' to reveal a list of categories and a search bar. You can search by title, web URL or hashtag.



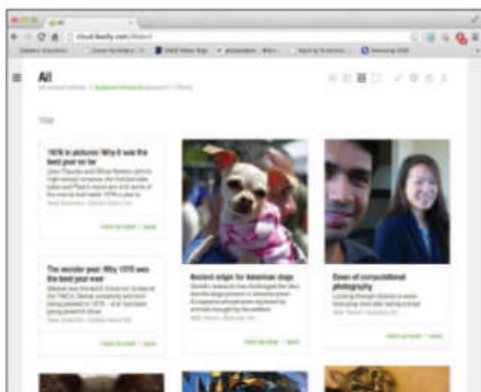
2: Adding content

Search for a source you check regularly and click the '+' icon next to its name. Under Category, type a category for this source. Then click 'Add' and add some more sources and categories.



3: Reading your feed

No sources will show until you click Refresh. A list of articles will appear in order of most recently published. Click on a title to display a feed summary and viewing/sharing options.



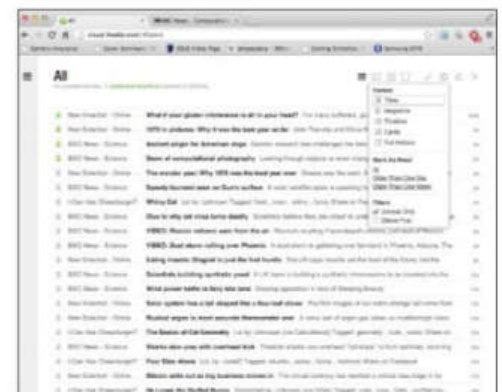
4: Viewing options

To the top right you can click the first four icons to switch between Title, Magazine, Cards and Full Article view. If you have lots of feeds, you may want to keep your list compacted.



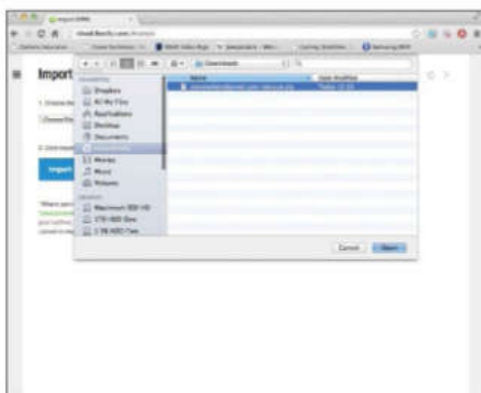
5: Saving articles

Click the Bookmark icon/save link to save an article. From the menu bar, click 'Saved For Later' to view these articles. You can also view specific categories or previously read articles from this menu.



6: Ordering

To the top right of the window, click the cog icon. Under Filters choose your ordering preference. Unread only is better for general browsing; oldest first is good if you don't want to miss anything.



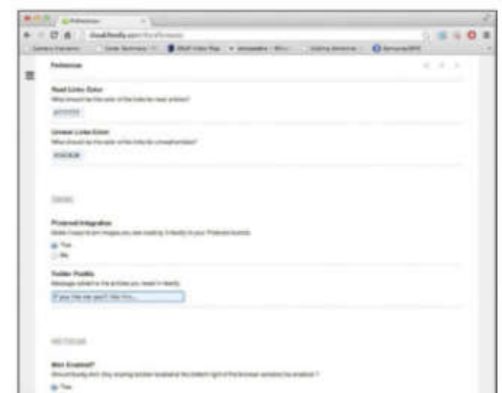
7: Import OPML

From the menu bar, click Import OPML. Click 'Choose file' or click the green link in the body of text beneath the Import button to download your Google OPML file, which you can then import.



8: Organising your feeds

Under My Feedly, click 'Organize'. Here you can click and drag feeds in order of preference and to different or new categories. Click the pen icon next to each feed for subscription and reading options.



9: Template Twitter shares

Under My Feedly, click Preferences. Scroll down to Sharing; under Twitter Postfix, type a generic message to accompany any articles you tweet. Changes to Preferences will save automatically.

Shuttle webpages between your desktop and your mobile

Use the Chrome to Mobile extension to easily send links to your mobile device

Google seems to be making an application, service or extension for pretty much every single aspect of our lives. With the Chrome to Mobile extension, it has bought a great solution to a very small but often frustrating situation, which is finding something online on your computer that you want to get onto your mobile device. A quick enough work-around for this is to email yourself the link then open the email on your device. The Chrome to Mobile extension does effectively that, but it cuts out the middleman of having to create and receive an email.

Say you are looking up directions on your computer: once you have the directions displayed in Google Maps, you can use Chrome to send the link to this page over to your device, meaning you can head straight out with device in hand ready with your directions. The obvious limitation of this process is if your device loses its internet connection, making the webpage on it redundant. With the Chrome to Mobile extension you can send a link prepped for offline mode, which will download the page's data to your device, meaning you can still view it offline. Follow our steps for sending links to devices quickly via Chrome.



Talk to devices

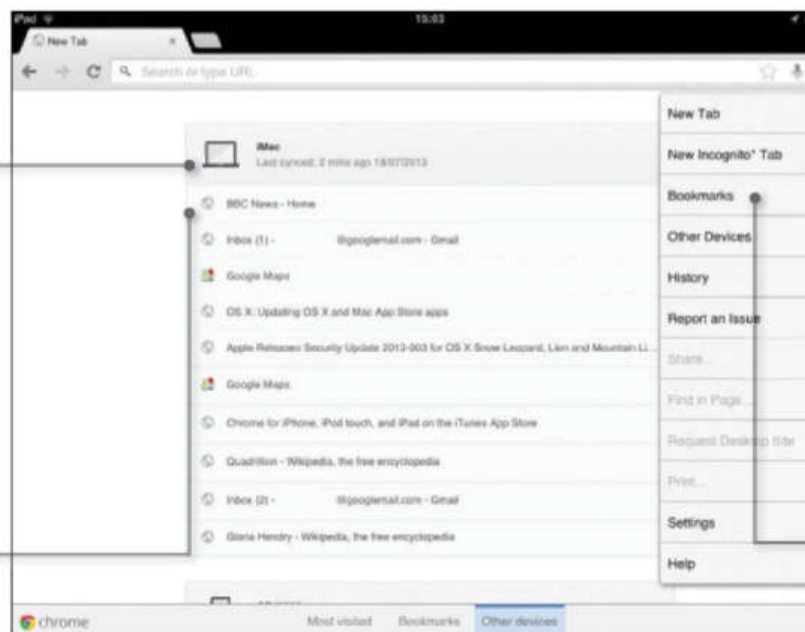
Ways to communicate with devices via Chrome

● Synced devices

In Chrome on your device, tap 'Other devices'. This page will display all devices that are synced to your Google account.

● Recently viewed

You can access links visited on another device by looking at the recent history of that device and tapping on it. This approach doesn't offer offline mode.



Incognito mode

When you enter incognito mode, a lot of your Google extensions will become unavailable. You can still run the Chrome to Mobile extension in incognito; you just have to allow it. Click Chrome> Preferences>Extensions. Find the Chrome to Mobile one and tick 'Allow in incognito'. Do this with any other extensions or apps you like.

● Bookmarks

Click the Bookmarks button to view the combined bookmarks from all your Google-synced devices.

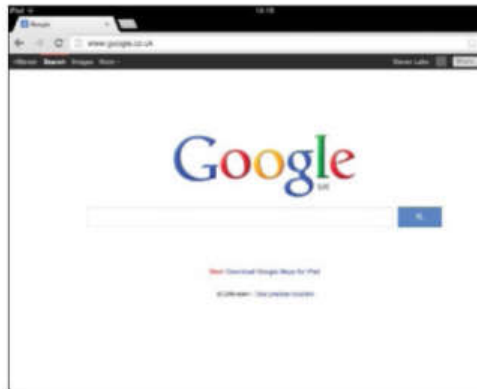


Chrome | Enable device communication with Chrome



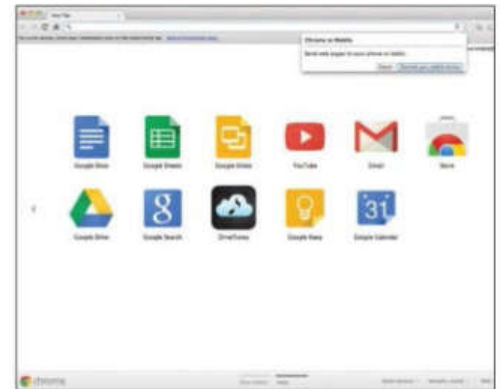
1: Chrome to Mobile

In Chrome on a computer, sign into your Google account. Go to the Chrome Web Store. Search for 'Chrome to Mobile'. Check the info about device compatibility, then add the extension to Chrome.



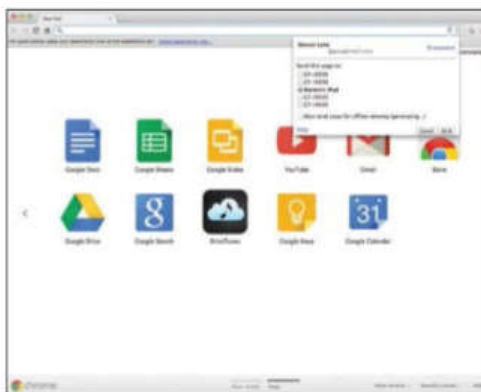
2: Device setup

Whether you are running Android or iOS, download or update the Chrome app, run it and sign into the same Google account you are currently signed into on your computer.



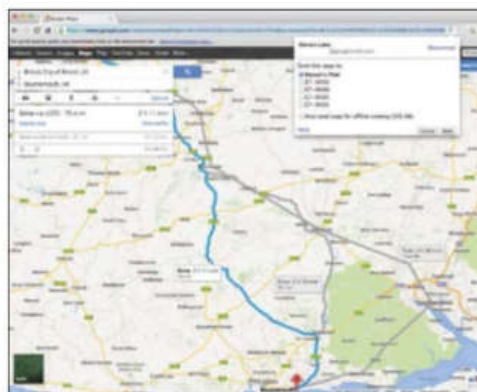
3: Connect your device

Go to Chrome on your computer. To the left of the web address window is a small mobile logo. This is the Chrome to Mobile extension button. Click it, then click 'Connect your mobile device'.



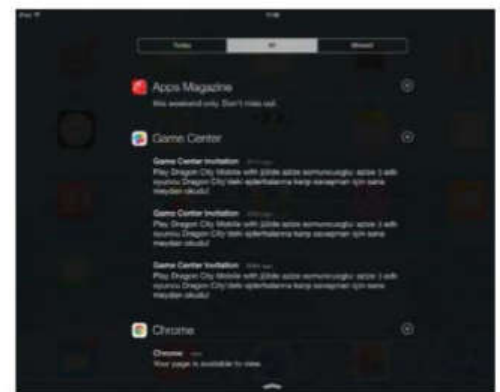
4: Device list

Devices which are running Chrome, signed into your Google account and online will show in this list. If your device isn't visible, try refreshing Chrome and checking the online status of your device.



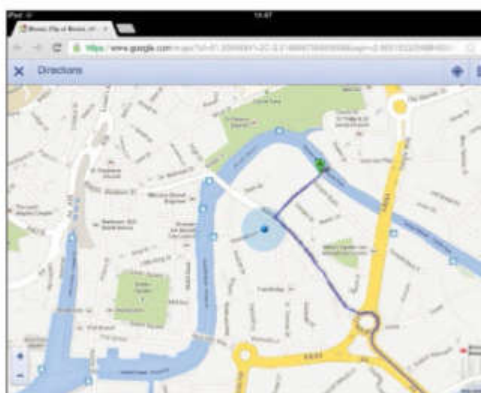
5: Sending a link

Go to any webpage that you would like to send to your mobile device, then click the Chrome to Mobile button, select a device from the list and then click Send.



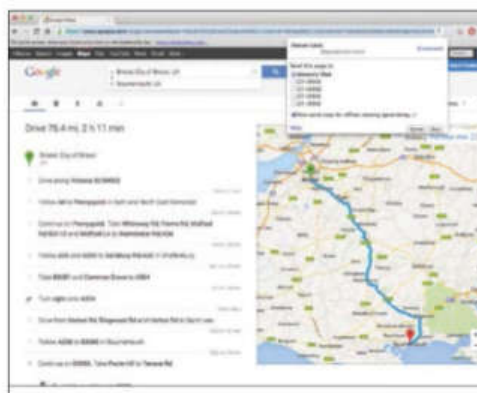
6: Push notification

If you have allowed Chrome to send push notifications to your device, one will appear informing you that there is a webpage ready for you to view, even if your device is locked.



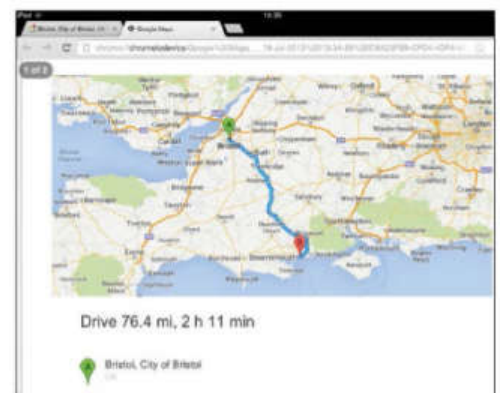
7: Viewing a link

Unlock your device and the link sent from Chrome will open and load automatically, displaying itself as it was on your computer. You can now continue to navigate this page from your device.



8: Offline viewing

Repeat this process by clicking the Chrome to Mobile button. This time, check 'Send Copy for Offline Viewing'. This may take a moment to generate depending on the size of the webpage.



9: View Offline mode

Let the link you have just sent open on your device. Once it is fully loaded, click View Offline Copy, opening a version of the page which you can view even when your device is offline.

Run Google Drive from your desktop

Learn how to download and integrate Google Drive with your computer

We've been using folder systems for storing our images, music, videos and documents for about as long as it's been possible to own a personal computer. Now we're moving into a time where we need the content of our computers to be stored in the cloud, making it accessible from multiple devices.

Google Drive allows us to access and edit a variety of files all through the Chrome browsing software, meaning it doesn't matter what device you are on or what software is installed on the computer. However, it can still feel a little foreign to be opening an internet browser to access our computer's files. With Google Drive's desktop software we can keep our files in a nice and familiar file format, while also storing them in the cloud.

The Drive desktop software will duplicate the files stored in the cloud, downloading them to your computer; any changes you make to the files on your desktop will be mirrored to the files in the cloud, keeping everything organised and up to date. If it seems a little daunting to think that all your files are stored in the cloud, follow along with our steps to learn how to integrate your computer with Google Drive and access your files anywhere.



Offline mode

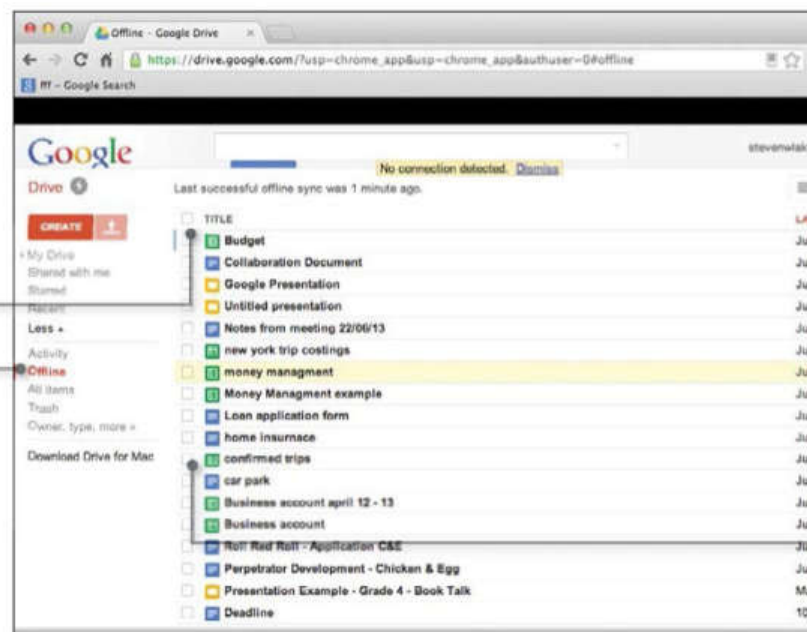
Access Drive files even when you're offline

Offline files

When in offline mode you can only access the files listed when you open Google Drive in Chrome. Click on any file to open and edit it.

Turn on Offline Mode

Visit drive.google.com and click More> Offline to activate offline mode, to be able to view files when offline.



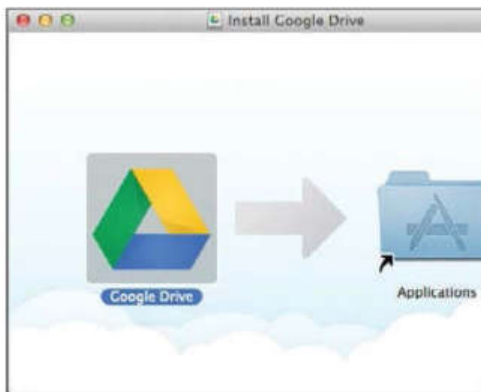
Files on Drive

Although Google Drive can store any files you upload to it, not all will be compatible. For example, audio and video files can't be played from Chrome. This is the benefit of having the Drive desktop software. For certain file formats there are extensions available from the Chrome Web Store, allowing you to open and edit specific file types usually foreign to Drive.

Spreadsheets

For the time-being spreadsheets are 'view only' in offline mode and cannot yet be edited, so keep this in mind for your workflow.

Drive | Set up Drive on your desktop



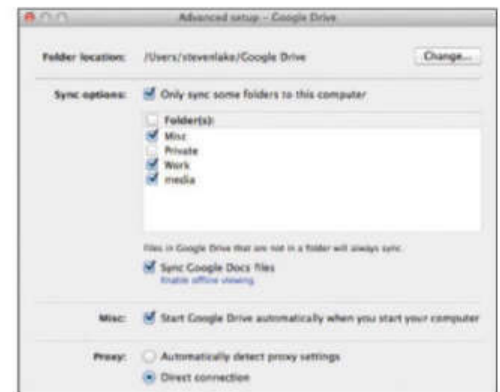
1: Download Google Drive

With Drive open in Chrome, at the bottom of the menu to the left of the page click 'Connect Drive to your desktop', then download the Mac or Windows version, as recommended, and install the software.



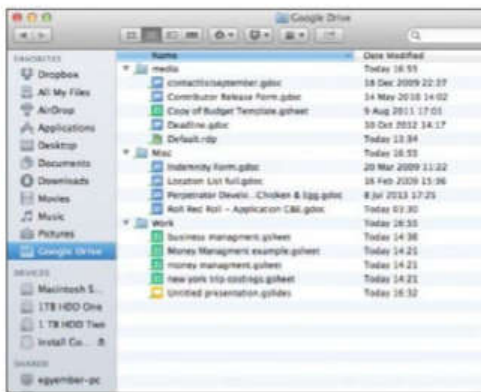
2: Drive setup

Open the Drive software, sign in with your Google account and follow the instructions. In step 2 of Getting Started, click 'Advanced setup'. If necessary, change your Drive folder location.



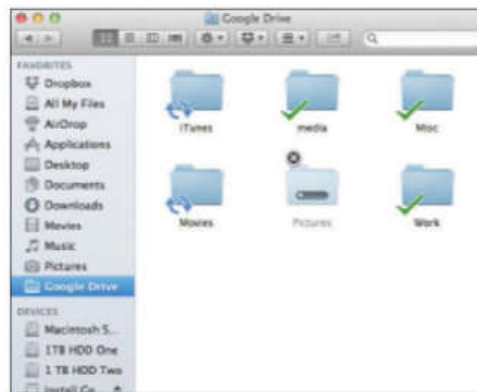
3: Sync options

If you want to be selective about what files are added to your computer, check 'Only sync some folders to this computer'. Make sure 'Sync Google Docs files' is checked, then click Start Sync.



4: Syncing

After setup, your Google Drive folder will appear on your computer – a small upload icon will display until sync is complete. Now you can access your Drive files as you would any other files.



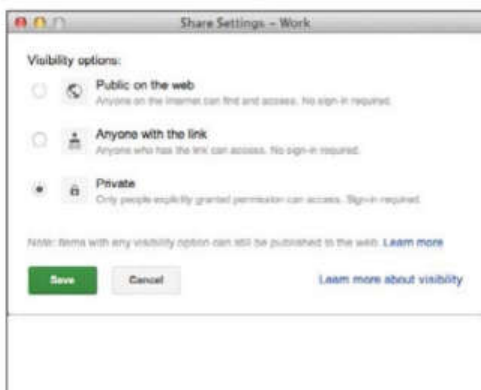
5: Adding more files

Anything you place into your Google Drive folder will be uploaded to the Google Drive cloud. Drag and drop files into the Google Drive folder that you want to share across multiple computers.



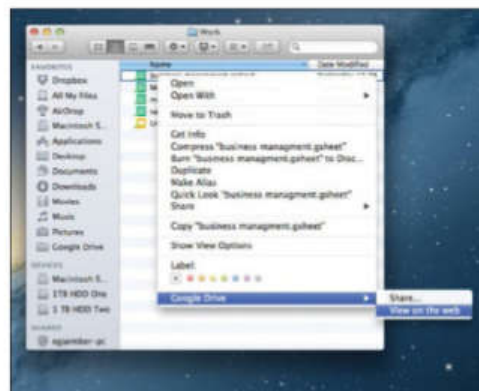
6: Sharing files

Right-click on a folder and click Google Drive>Share. You will be provided with a sharable link to the file. In the Invite People text box, add someone to share the file with.



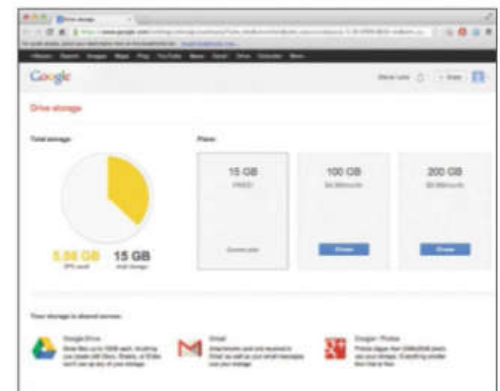
7: Share settings

Under 'Who has access', click 'Change'. Here you can adjust your visibility options. If you keep Private selected, make sure you've added the recipient to the share list before sending them the link.



8: My Drive online

Right-click on a folder or file, click Google Drive>View On The Web, taking you to Google Drive online. Changes to files and folders here will be mirrored in your computer's Drive folder.



9: Get more space

Google Drive gives you 15GB of free storage space. Click the Drive logo from your computer's toolbar, click 'Get More Space', taking you to a webpage where you can increase your storage space.

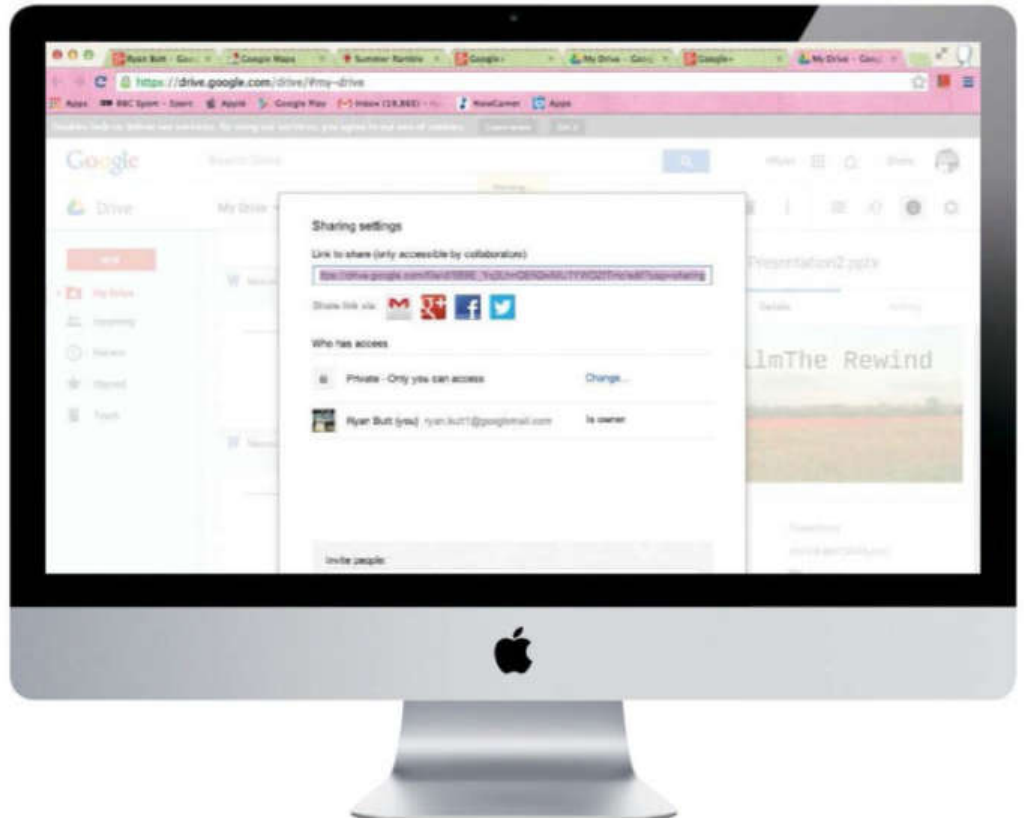
Share and collaborate with Google Drive

Discover how to share files from your Drive with other people and enable them to make changes

Google Drive is an incredibly useful service that, first and foremost, is a cloud storage facility that allows you to back up your important files and images so that you can access them anywhere.

However, dig a little deeper and you'll discover that Google Drive can be used as a means to share your files with other people and invite them to edit and make changes to the files as they see fit. In practical terms, this means that you can work remotely on projects and then relay them back to your colleagues at the office. These colleagues can then view and edit the files accordingly, meaning you never need set foot in the office again!

The process is quick and easy and any file in your Drive can be shared with anyone simply by entering their name (if they are in your Google+ circles) or email address (for everyone else). The person will then be notified that they have access to the file and sent a link so that they can view it and make changes (provided you grant such access in the main sharing options screen). We will guide you through the process here and show you just how easy it is to collaborate on projects with other people remotely.



Sharing files

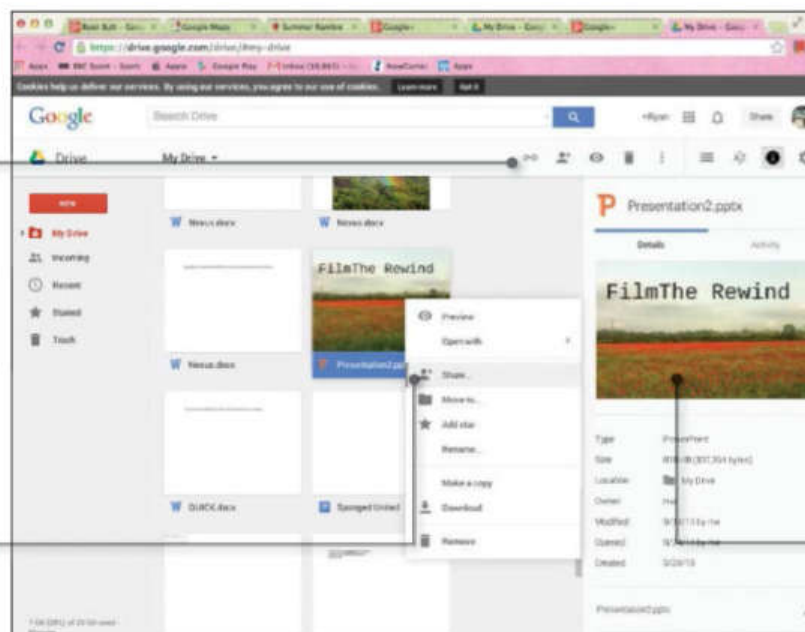
Collaborate on projects through Google Drive

Show link

You can also go about sharing files by clicking on this icon to display the link to the file and then clicking on the Sharing Settings option that is visible within this window. Either method is fine for sharing.

Share options

Ctrl/right-clicking on a file in your Drive will bring up an options menu. By clicking on Share you can invite other people to view the file and make changes to it, all of which are tracked through your Drive.



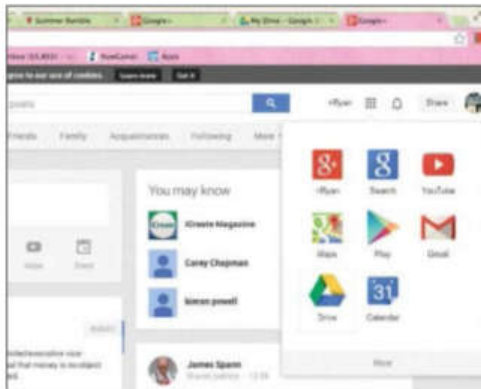
Revoke access

If you wish to prevent a person you have invited to collaborate on a file from making any more changes, highlight the file, Ctrl/right-click and choose Share once more, then you can either change what they can do with it via the drop-down menu or click on the 'X' icon to stop them from accessing it any more.

File details

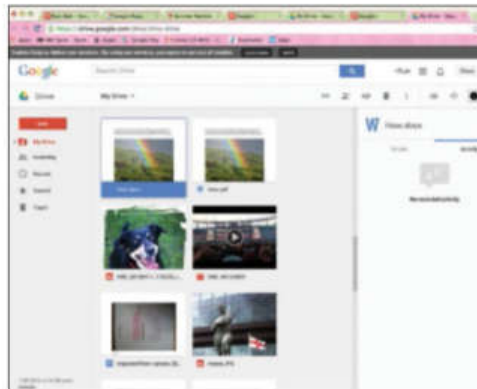
The two tabs in the right-hand column provide you with an overview of your file and also allow you to track all activity relating to it. If you are sharing it then changes made by those invited to access it will appear here.

Google Drive | Collaborate with Drive



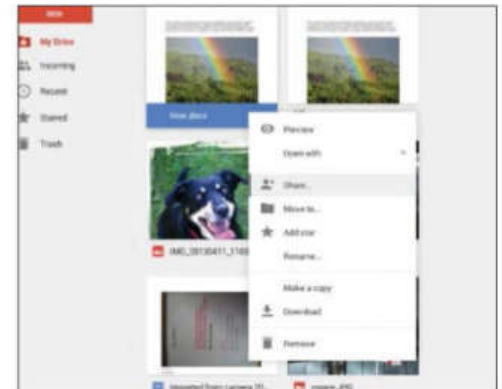
1: Jump to Google Drive

Sign into Google+ and then tap on the grid icon in the top-right corner. This will bring up a menu of Google services that you can jump to. Choose Drive from the list to go to the Google Drive service.



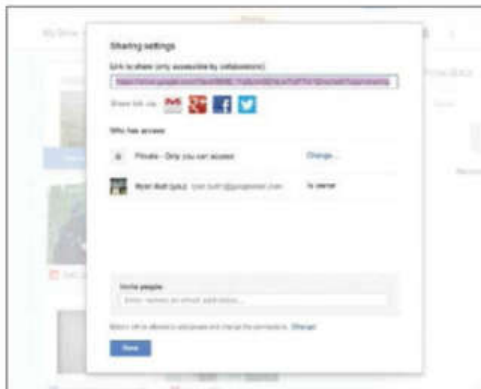
2: Pick a file

All of the files that you have uploaded to your Google Drive will be viewable in the main window. Browse through them and pick one that you would like to share. When you find it, Ctrl/right-click on it.



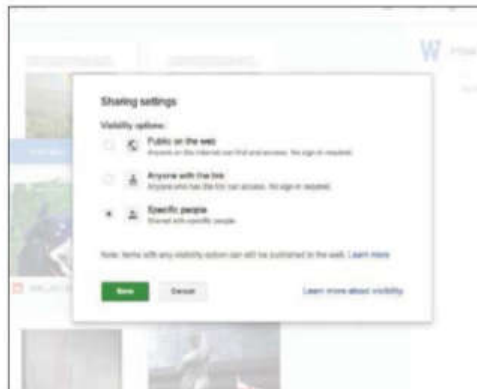
3: Share file

From the pop-up menu that appears, choose the Share option and then a pop-up window will appear that lists all of the various sharing options available to you.



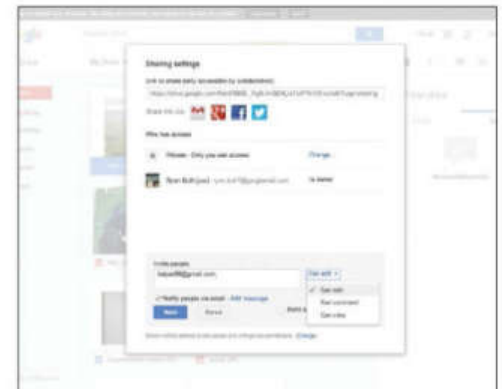
4: Change access

You will see under the 'Who has access' settings that you as the owner have access to the file, and that it is set to private. Click on the Change link next to Private to grant access to someone else.



5: Sharing settings

You can now set the file to be shared publicly on the web, share it with anyone who has a link to the file, or share it with certain people. Ensure this last option is enabled and then click on Save.



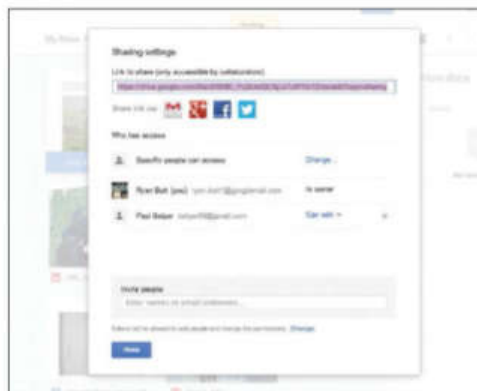
6: Invite people

Click on Invite People and enter the names or email addresses of the people you would like to share the file with. Click on the drop-down menu to the right to specify what they can do with the file.



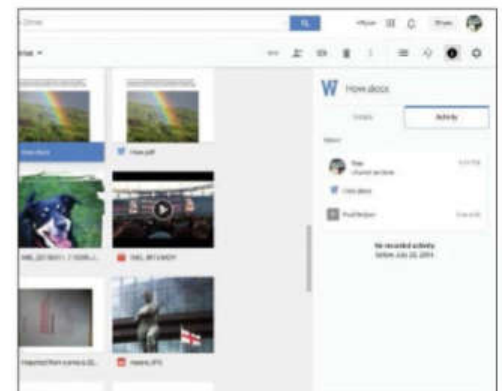
7: Send file

When you are happy with the settings, click on the Send button and the name or email address of the person will be added to the list of people who have access to the file.



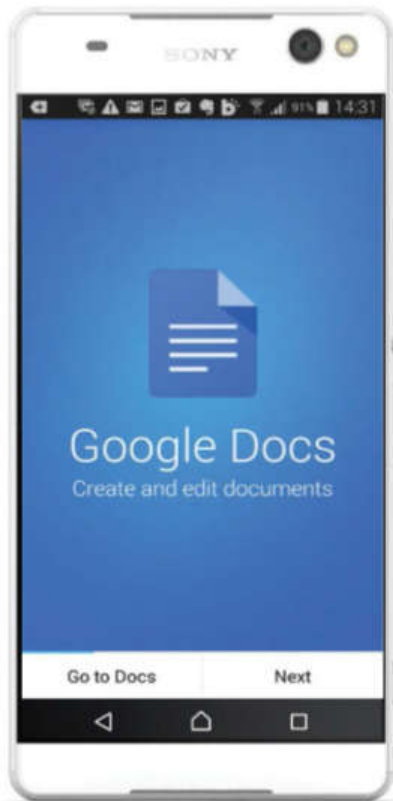
8: Click Done

Click on Done to finish up and the person(s) will be notified that they have access to the file and can make changes and collaborate on it. All changes they make will be automatically saved to your Drive.



9: View activity

You can track the changes made to the file by highlighting it in your Drive and clicking on the Activity tab in the column to the right of the main window. You need never go into the office again!



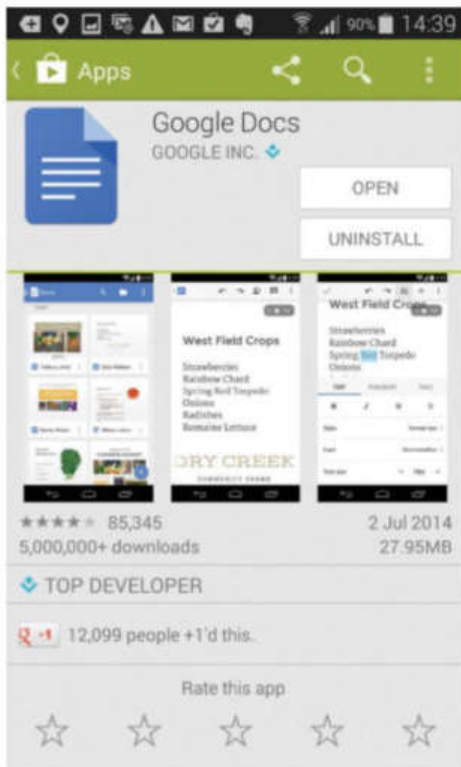
Create documents with Google Docs

Learn how to create and edit your first document using the surprisingly versatile Google Docs app

With the Google Docs app, which is free to download on all mobile devices from the Google Play store or iTunes App Store, you can create quick and easy documents on the go without the need for an internet connection. You can write on your own or invite other people to contribute, and rest assured that everything you write is saved to the web so you never lose your progress. What's more, you can open, edit and save Word documents within the app and access your docs anywhere. It's a versatile app that will benefit your working life in so many ways.

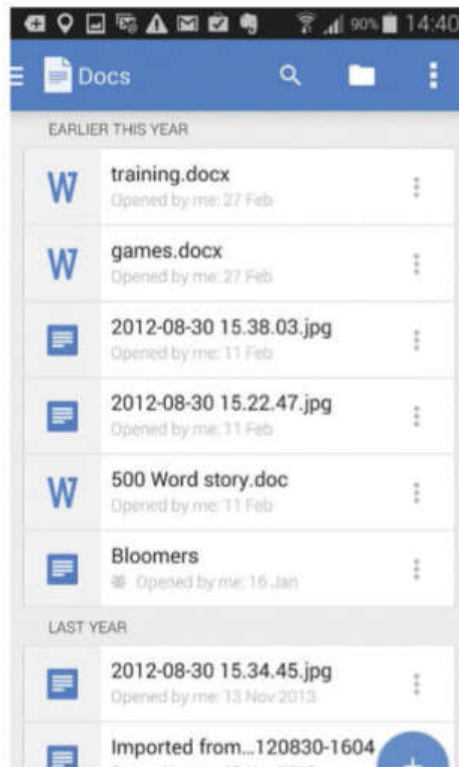
Google Docs works in conjunction with the Google Drive app, so any Word docs or files that you have in your Drive will be instantly accessible through the app, allowing you to open them up with a single tap. You can also create documents quickly and easily by tapping the large '+' icon. When you create a new document, you have full freedom to format text, transform blocks of text into easy-to-follow to-do lists, and insert tables. Your docs are then saved to your Google+ account and made accessible anywhere. You can also pin documents to your device so that you can open and edit them without an internet connection – the options are endless! Here we will guide you through the process of creating and editing your first document using the Android app, but the process is almost identical on iOS devices.

Google Docs | Create a new document



1: Get the app

Go to the app store that is native to your mobile device, then locate and download the Google Docs app, which is free.



2: Access your documents

Provided you are logged into the same Google+ account, all of the documents in your Google Drive will be instantly accessible through the app.



3: Create a new document

Tap on the '+' icon and a new blank document will be created. Type in your text and then tap on the tick icon to save it to your Google account.

The Google Docs interface

Finding your way around the Google Docs app

Account menu

See options to organise your docs, save docs to your device, see your 'starred' documents and access the app settings.

Your documents

All of the documents stored in your Google Drive will be instantly accessible through the Google Docs app interface.

Document options

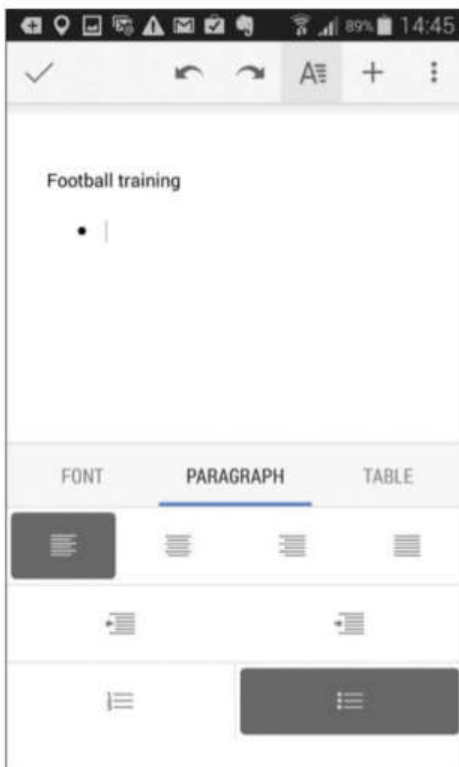
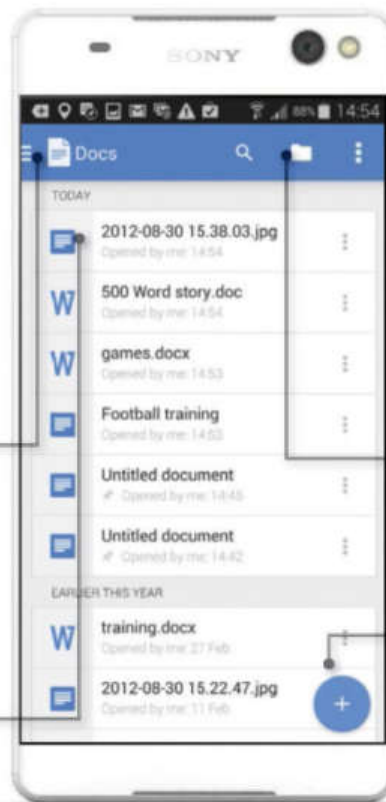
Tapping on the menu icon next to each individual document will present options to remove the document, rename it as something else, share and export, pin it so that it stays on the device (ideal for when you wish to access the document without an internet connection), and view the details for that document.

Open from...

Tapping this icon will allow you to open documents stored on either Google Drive or your device, whereas tapping the menu icon will allow you to sort your files and view them as a grid or list.

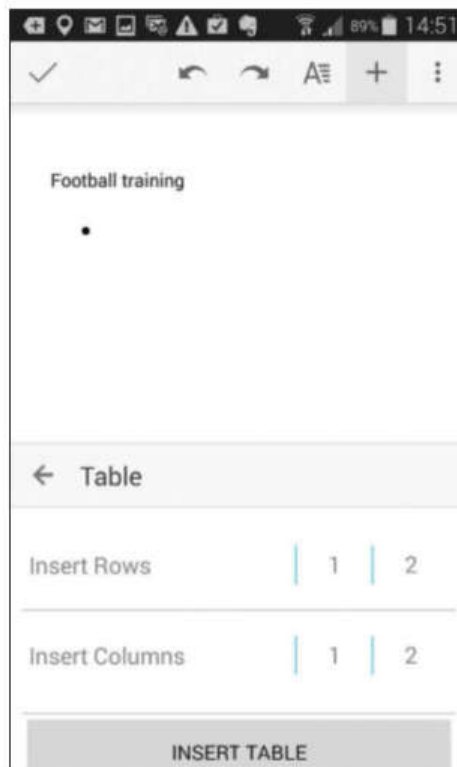
Creating documents

Tapping on this icon will create a new document into which you can type text, format it accordingly and then insert tables and so on. Any documents that you create can be saved by tapping on the tick icon.



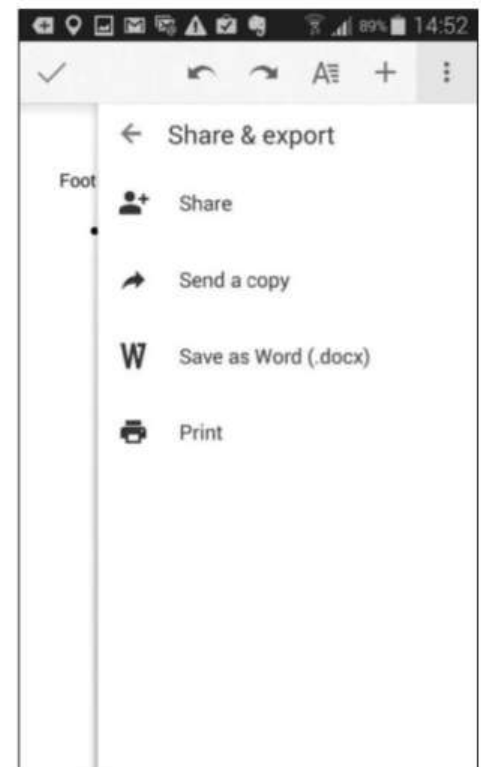
4: Format the text

Tapping on the 'A' will bring up text formatting options. To create a list, tap on the Paragraph tab and select either of the two bottom options.



5: Insert a table

You can add a table by tapping the '+'. Just select the number of rows and columns and then tap on 'Insert Table' to place it within the document.



6: Share and export

Tap the menu icon and choose 'Share & export' for options to share the doc with other people, send a copy, save as a Word document and print.



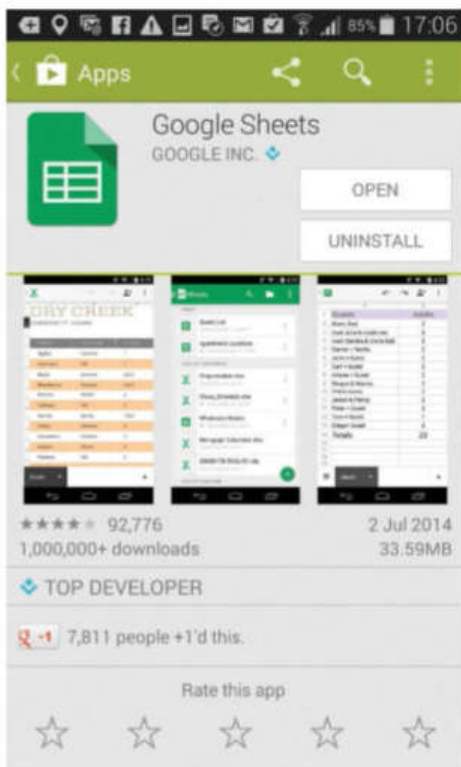
Work with spreadsheets in Google Sheets

We show you how to create, edit and apply functions to your first spreadsheet using the intuitive Google Sheets app

We all use spreadsheets in different ways. For example, they are an effective means of creating budget documents for projects or households, or for correlating data into easily digestible formats. With the free-to-download Google Sheets app (which you can download for your phone or tablet from the Google Play Store or iTunes App Store) you can create quick and easy spreadsheets on the go without the need for an internet connection. What's more, as we all use spreadsheets in our professional lives, you can also use the app to work remotely, share your sheets with your colleagues in the office and collaborate on them jointly.

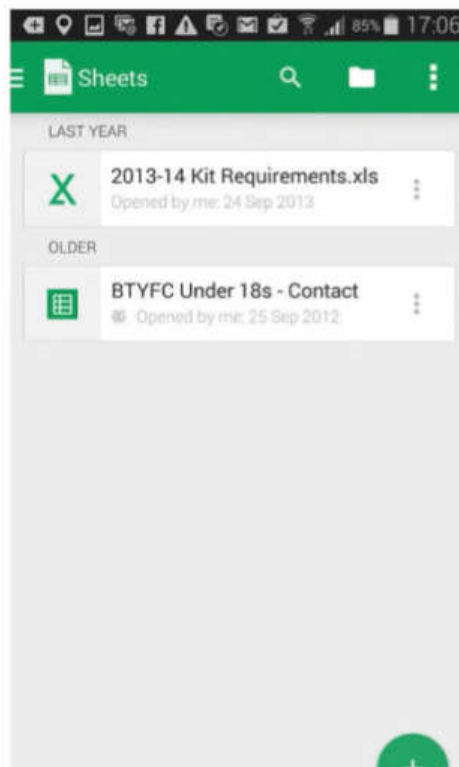
Google Sheets works in conjunction with the Google Drive app, so any Excel docs or files that you have in your Drive will be instantly accessible through the app, allowing you to open them up with a single tap. You can also create spreadsheets quickly and easily by tapping the large '+' icon. When you create a new sheet, you have full freedom to arrange the cells as you see fit, enter data and pick from a large and diverse range of functions to apply to the data entered into the cells. Your sheets are then saved to your Google+ account and made accessible anywhere. You can also pin sheets to your device so that you can open and edit them without an internet connection. Here we will guide you through the process of creating and editing your first sheet using the Android app, but the process is similar if you opt for the iOS version.

Google Sheets | Create a new spreadsheet



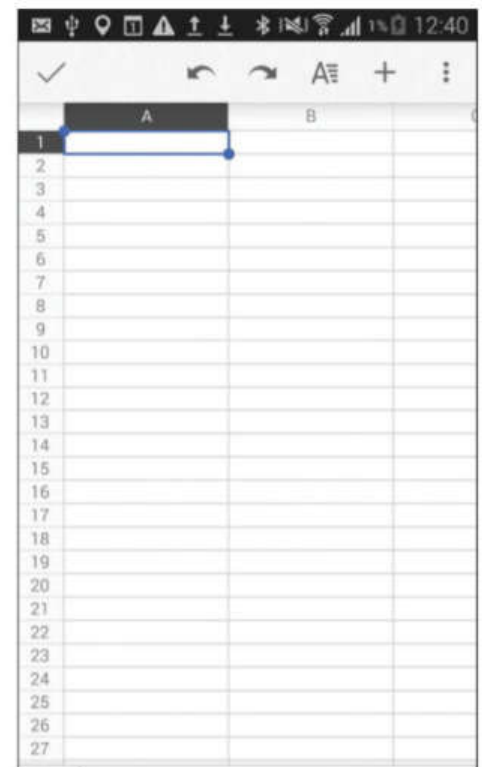
1: Get the app

Go to the app store that is native to your mobile device then locate and download the Google Sheets app, which is totally free.



2: Access your documents

Provided you are logged into the same Google+ account, all of the spreadsheets in your Drive will be instantly accessible through Sheets.



3: Create a new spreadsheet

Tap on the '+' icon and a new spreadsheet will be created. Enter your data into the blank cells and tap on the tick icon in the top-left corner to save.

The Google Sheets interface

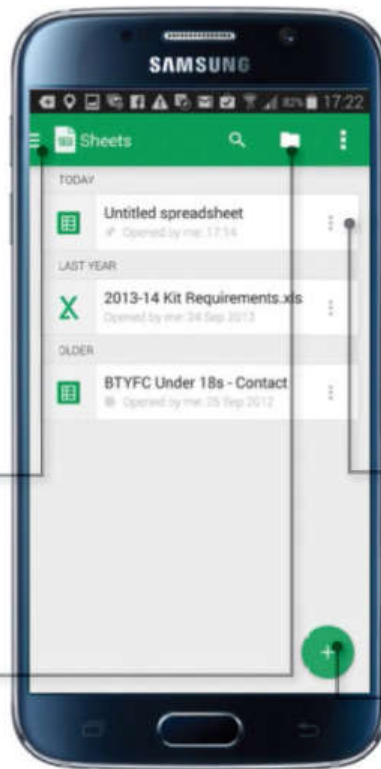
Finding your way around the Google Sheets app

Account menu

Tap the menu icon in the top-left corner to see options to organise your spreadsheets, save sheets to your device, see your 'starred' (favourite) sheets and access the app settings. You can also go straight to your Google Drive app from here.

Open from...

Tapping this icon will allow you to open spreadsheets stored on either Google Drive or your device storage, whereas tapping the menu icon will allow you to sort your files and view them as a grid or list.



Spreadsheet options

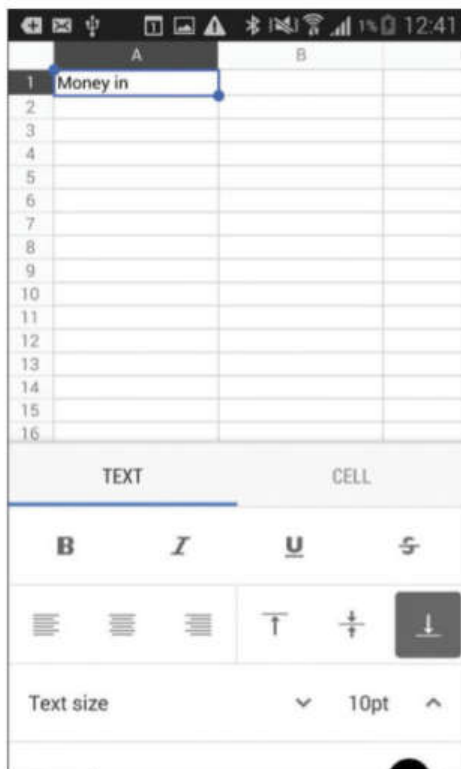
Tapping on the menu icon next to each individual spreadsheet will present options to remove the sheet, rename it as something else, share and export, pin it so that it stays on the device (ideal for when you wish to access the spreadsheet without an internet connection) and view the details for that particular sheet.

Your sheets

All of the spreadsheets stored in your Google Drive will be instantly accessible through the Google Sheets app interface, as well as all of the new spreadsheets that you create using this app. All will be listed by date.

Creating spreadsheets

Tapping on this icon will create a new spreadsheet into which you can type data, format accordingly and then assign different functions. Any sheets that you create can be saved by tapping on the tick icon.



4: Format the cells

Tapping on the 'A' icon will let you select the fill colour for cells, determine the style of border, wrap text, merge cells and more.



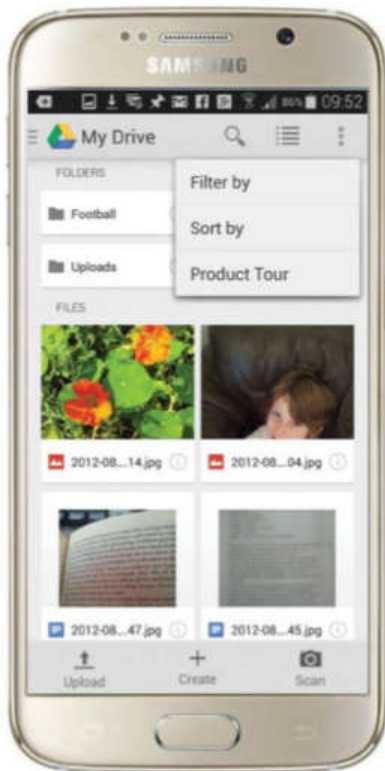
5: Explore the functions

Select a cell and then tap on the 'fx' icon in the lower-left. From here you will be able to browse through the various functions to apply to a cell.



6: Work with cells

By browsing the array of functions on offer, you can apply them to a cell to perform certain calculations to the data that you enter.



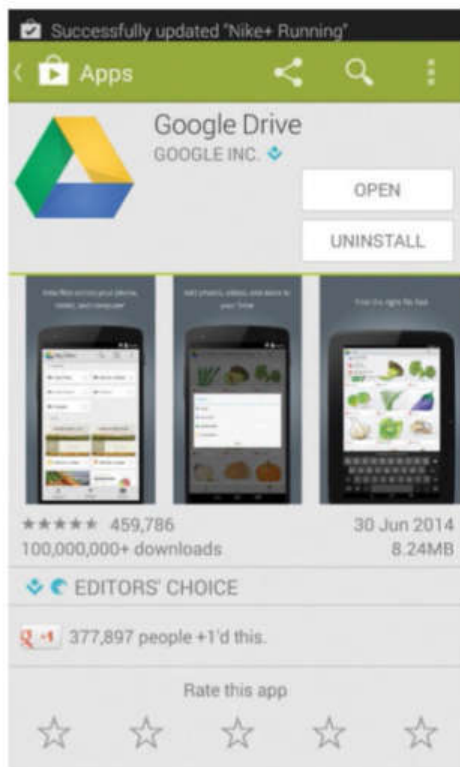
Edit and share with Google Drive

Discover what you can do with the intuitive and surprisingly versatile Google Drive mobile app

The great thing about Google services is that you can access them anywhere, through web browsers and mobile apps, so all of the files that you create and store on services such as Google Drive are with you at all times or can be accessed easily through any computer. With the free-to-download Google Drive app, you can do everything you can with the desktop app, including granting other people access to your files and collaborating with them jointly, which means you can continue to work and relay files to the office, even if you are on the other side of the world.

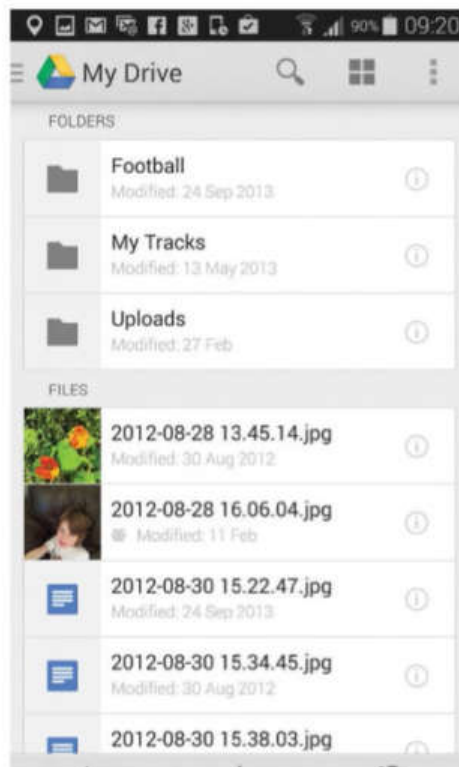
When you launch the Google Drive app, all of the files stored on your Drive will be listed in a clean and intuitive interface. Each file has a small 'i' icon next to it that you can tap to bring up a wealth of options relating to that particular file. These include, of course, all of the sharing options. From here you can add the names or email addresses of people who you would like to grant access to the file and the privileges you can assign, including whether they can just view or comment on the file to full-blown editing rights. If granting the latter, you can scroll down the info box to the Activity section and track all of the changes that the collaborators make. And once they have finished working on the files, you can make any final adjustments before sending the file back to the office using a wide range of mediums and social networks.

Google Drive | Edit and share files



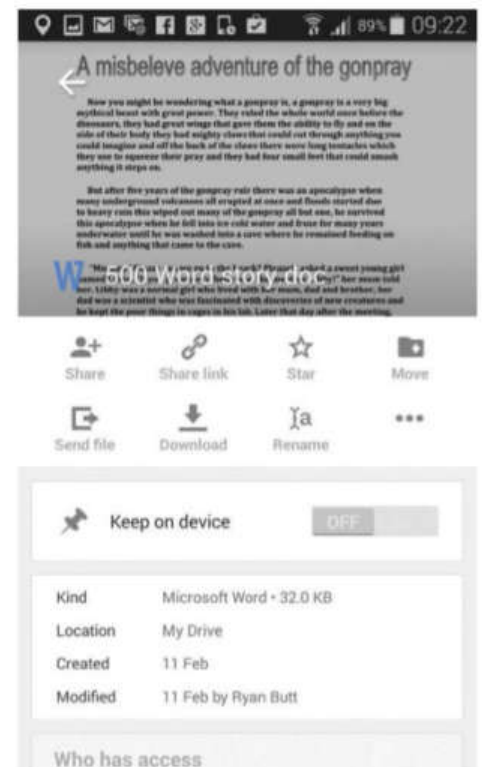
1: Get the app

Go to the respective app store that is native to your mobile device then locate and download the app, which is totally free.



2: Your files

All of your files will be neatly arranged in a list by default. Find a file to share and then tap on the 'i' icon next to it.



3: Select Share

Tap on the Share option at the top of the window and then you can enter the names or email addresses of people to share it with.

Drive file info page

Discover what your file options are

Moving files

You can move files around the mobile app by tapping the 'i' icon next to a file and then selecting the Move option. If you have folders in your Drive, then these will be listed as possible locations at the top of the list and you can create a new folder by tapping the icon in the top-right corner. When you do this you will be able to give your folder a new name before it is added to your Drive.

File info

Tapping on the 'i' icon next to a file will bring up an info box packed with options, which include various sharing options, as well as one to rename the file. Tap the three-dot icon to remove or print the file.

Keep on device

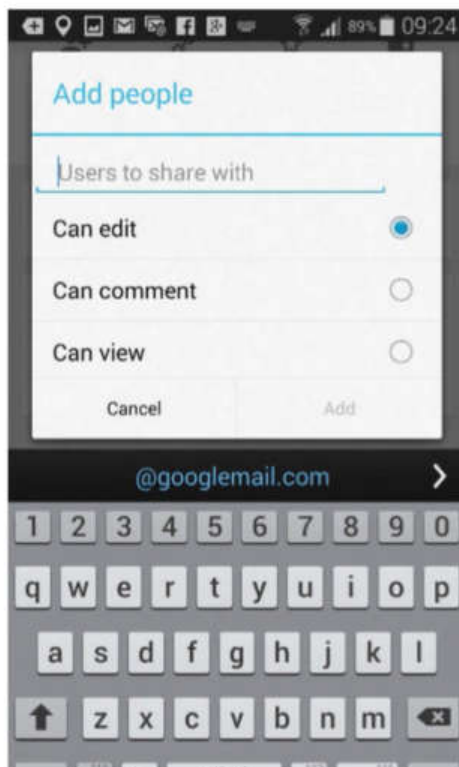
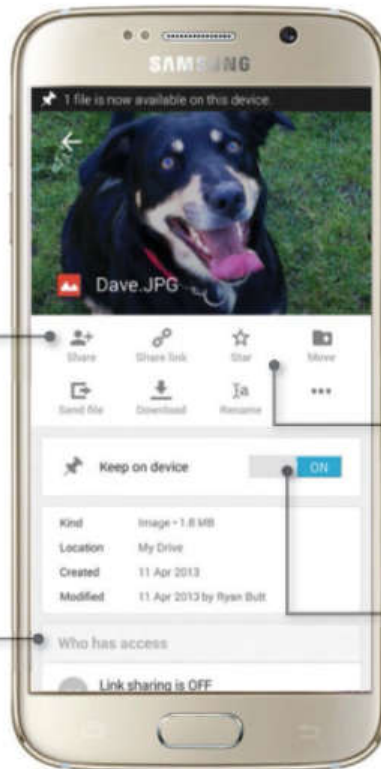
Flipping this switch to the On position ensures that you can continue to access and edit the respective file regardless of whether you have an internet connection. This is especially handy for remote working.

Share

The share icon lets you add other people who can view, edit, or comment on the file. You can add the names (if the people are in your Google+ circles) or email addresses of people to add and grant them privileges.

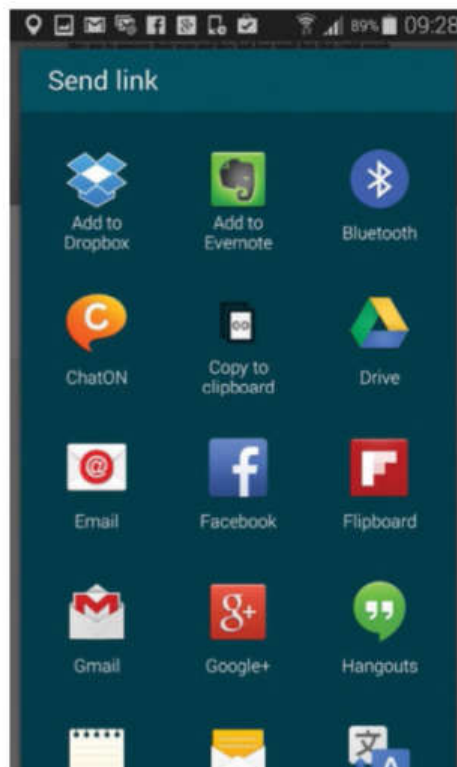
Who has access?

By scrolling down to the 'Who has access' section, you can track which other people can access the file as well as track all activity relating to it. So if you are collaborating with other people, you can track the changes here.



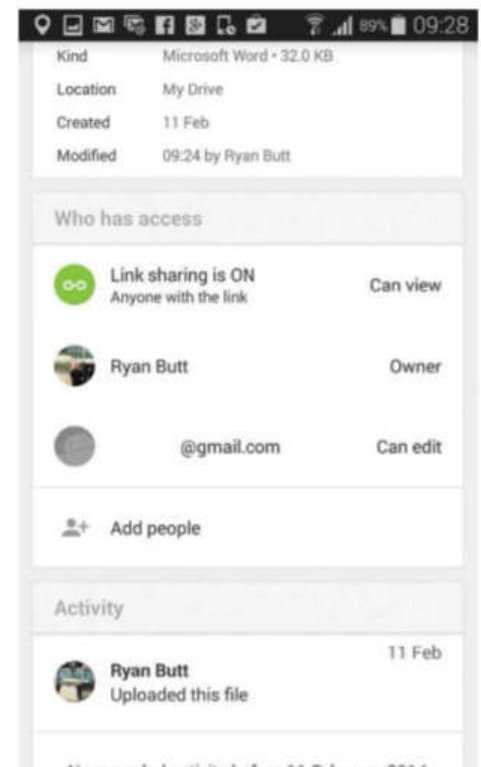
4: Add people

Alternatively, scroll down to the 'Who has access' section and then tap on the 'Add people' option. Again, enter names or email addresses.



5: Sending links

You can also share a link to the file by selecting a file, tapping the 'i' icon and then choosing the 'Share link' option.



6: Tracking activity

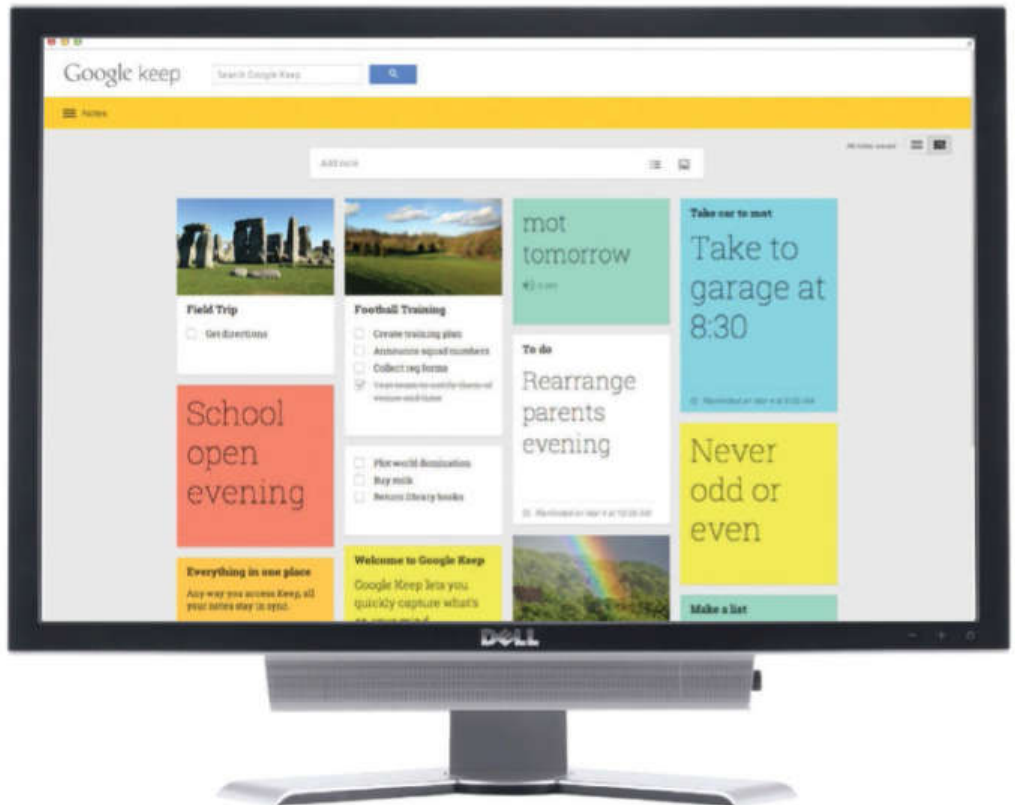
If you have allowed other people to edit the file, then you can track all activity by tapping the 'i' icon and scrolling down to the Activity section.

Keep your life in order with Google Keep

Add the Google Keep app to Chrome and start note taking and list making

Google Keep is one of the lesser-known web apps available from the Chrome Store, but it may well be what tips you over the edge in becoming a full-on Google-head. Keep is a very simple note and list-making service. That's about all there is to it. If you are using multiple computers and devices through your day, perhaps you have experimented with note making apps and software before. Apple offers Reminders and Notes, Samsung has S Memo, and there are independent companies such as Wundershare, but with Google Keep (as with any of Google's apps) it transcends all computers, operating systems and devices, making it universally compatible with just about all of your devices.

The app has undergone something of a redevelopment in recent times and is now a stand alone app that, once downloaded from the Chrome Store can be launched through the Chrome App Launcher and then be accessible through its own intuitive interface. We will guide you through the numerous features of Google Keep here, but once you start using it you will be surprised how versatile it is and how you can take it with you and access notes on the move.



Google Keep

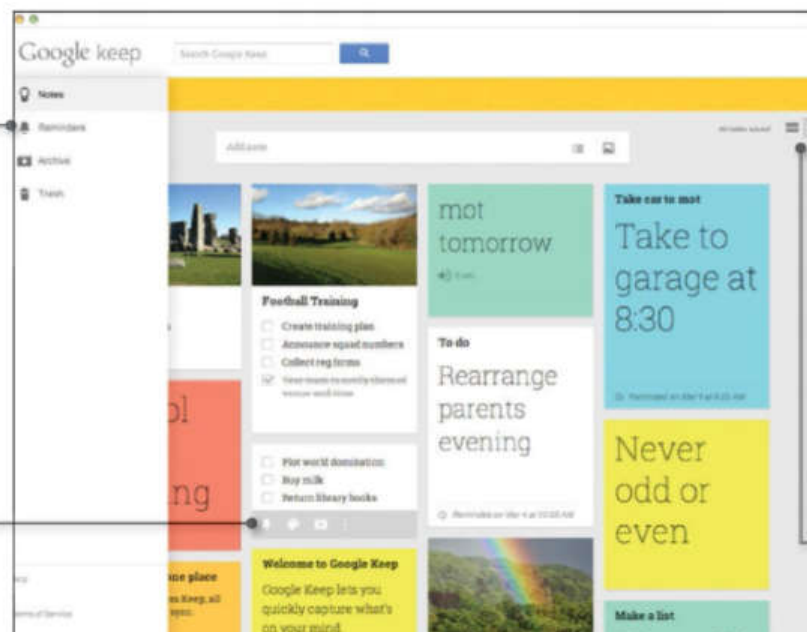
Make more detailed lists with Google Keep

Reminders

Hover over a note and click on the bell icon to set a reminder for that particular task. You can view your reminders in the main menu.

Note options

Hover your cursor over a note to see options to add a reminder, colour code the note, archive the note and more options, such as turn it into a to-do list.



Creating new notes in Keep

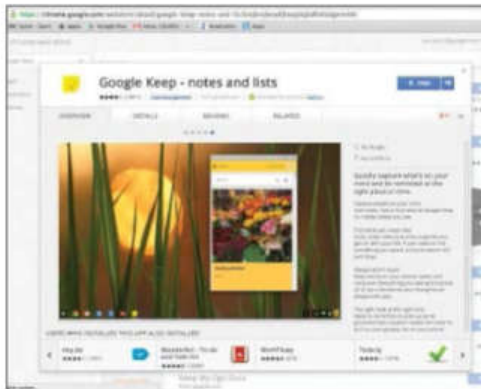
Clicking on the Add Note option at the top of the interface will add a new note to your list. You can add a title and body text by clicking on the respective field and then turn the text into a list and add images. All of your notes are then saved to the cloud and made available through Google Keep on other devices.

Note views

Clicking on these icons will change the way in which your notes are displayed. You can choose to view them in a list view or a grid view.

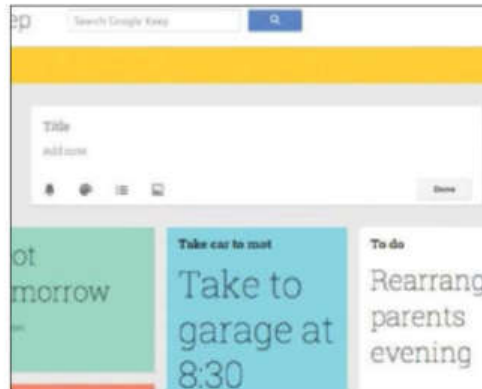


Keep | Store notes and to-dos with Keep



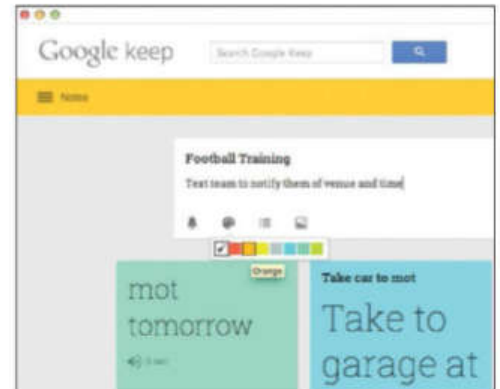
1: Add Keep

Visit the Chrome Web Store and search for Google Keep. Click the button to add it to Chrome. Keep will now be available in your Chrome App Launcher. Launch the app and sign in.



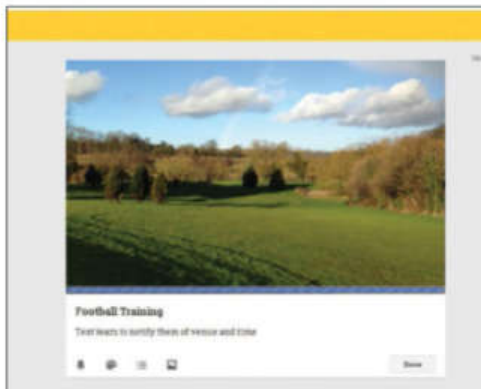
2: Make a note

Google Keep has a fairly simple layout. If not used before, an empty note template will be waiting for you when you sign in. Add a title and then type your note into the secondary text box.



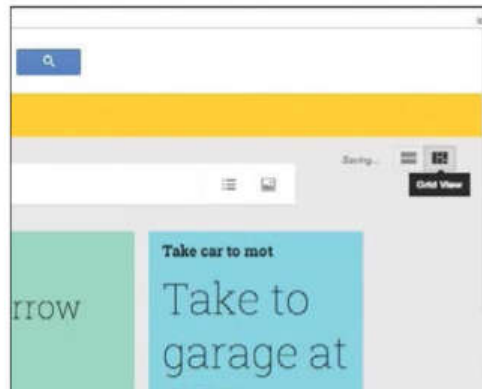
3: Colour-coding

Click the easel icon to colour-code your note. This is the best way of ordering and categorising your notes. You can even create a note explaining your colour-coding system.



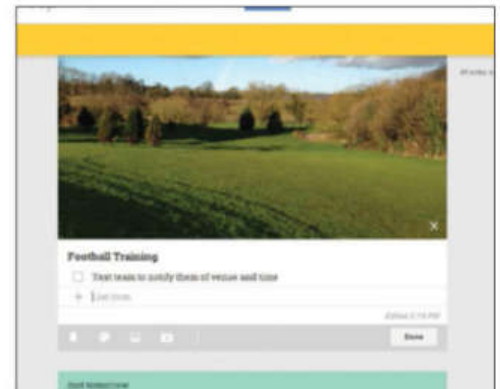
4: Add an image

Click the image icon to upload an image from your computer. Integrating images with your notes opens up the way in which you interact with Drive. You can upload multiple images.



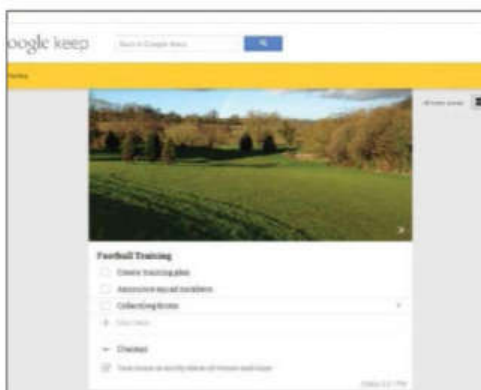
5: Viewing options

If your note is taking up your entire Google Keep page, click the Grid View icon in the top-right corner of the interface to change your view mode. Click the List View icon next to it to change back.



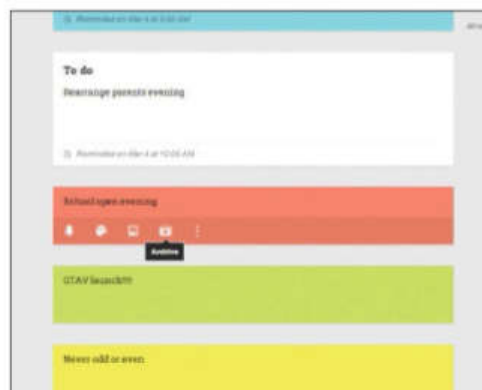
6: Create a list

At the bottom of the note text box, click the list icon and choose Show Checkboxes. Here you can type multiple notes; each one will become a checkable list item. Click '+' to add more.



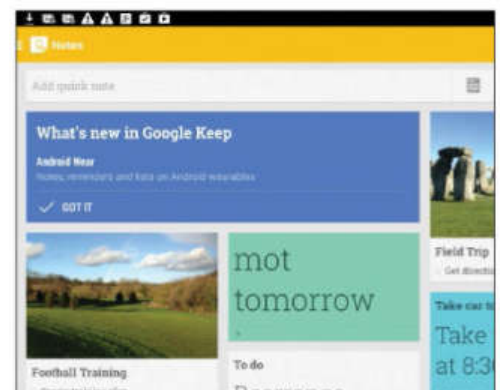
7: Editing your list

Click on the list to add to it, or to check off items. You can also delete items from the list by right-clicking on them and choosing 'Delete'. Checked items will be removed from the list.



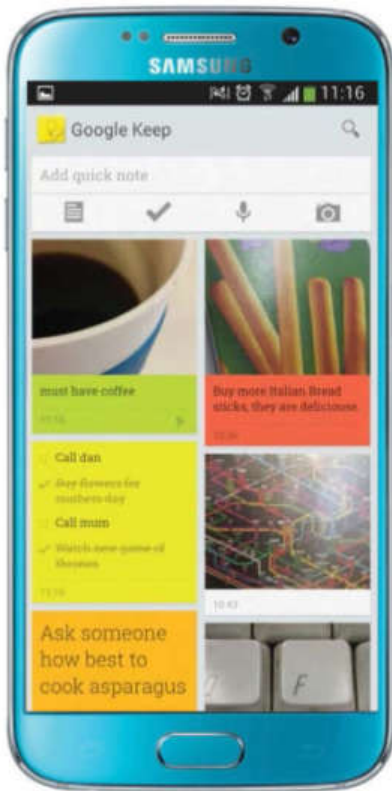
8: Archive your notes

In the main Keep window, hover over a note and click the Archive icon to archive it. To access your archived notes, click on the menu icon in the top-left corner of the interface and choose Archive.



9: Access Keep anywhere

The Chrome Keep web app will let you access and edit Google Keep offline. To get to Keep on another device, visit drive.google.com/keep/ and log into your Google account, or use the Android Keep app.



Manage your Keep notes on the go

Make Google Keep a part of your everyday life with the help of the Keep Android app

Now that you've gotten your head around the Google Keep service in the Chrome browser, it's time to take your thoughts and note taking out to the streets. It's in Google's Android app that Google Keep really starts to shine, offering a whole host of extras that make creating, arranging and sharing your notes easy.

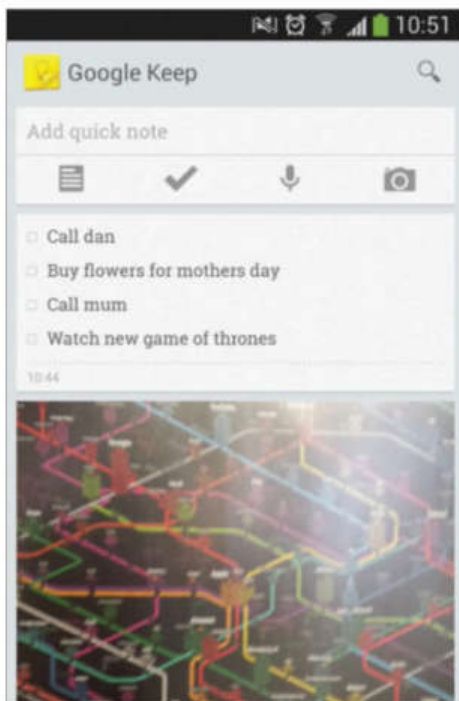
For now there is no official Google Keep app available for iOS devices (ie iPhone, iPad and iPod touch), although there is a third-party app which offers pretty much the same capabilities as Chrome's web app.

The official mobile Google Keep app for Android devices has been tailored for note taking on the go, with the assumption that users might spot something which they may want to photograph and then attach a text to note to remind them of something later. The audio function is great if you are on the move and don't have time to type. The translations of what you are saying are pretty flawless, although its ability to turn your voice into text will always be dependent on how clearly you speak and how noisy the environment that you are in is.

Google Keep is still growing as Google includes more functionality and compatibility with other apps and devices, so read on to find out how best to get using Google Keep on your Android smartphone or tablet.

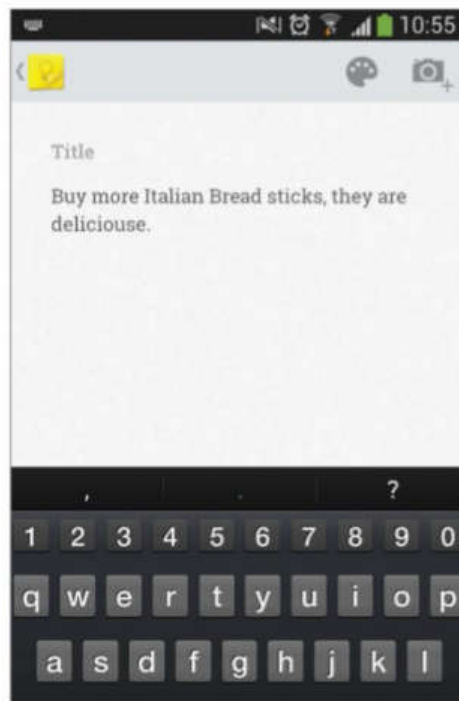


Keep | Work with Keep on your mobile



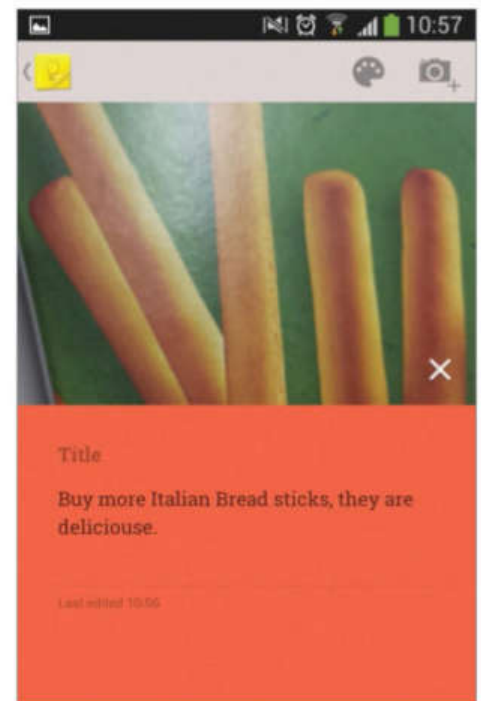
1: Download Keep

Visit the Google Play store and search for Google Keep. Download and install the app, then log in via your Google account. Any Keep notes that you have already created will sync with this account.



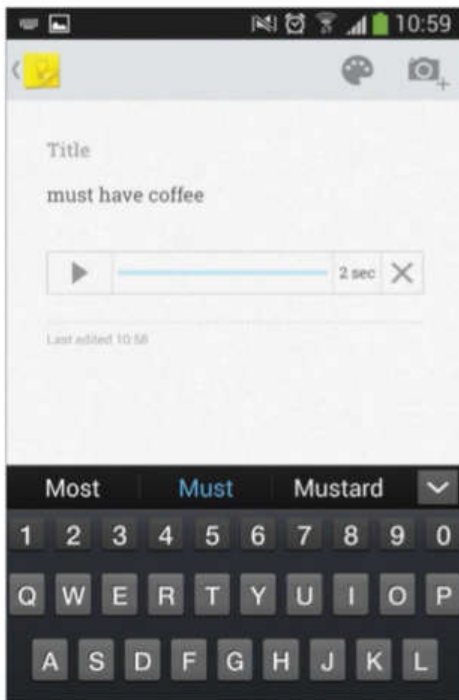
2: Notes/Quick Notes

Tap the Note icon to add a note; just click the Back button/icon when you are done. Alternatively, tap on the Quick Note box to add a note without colour-coding or including a photograph.



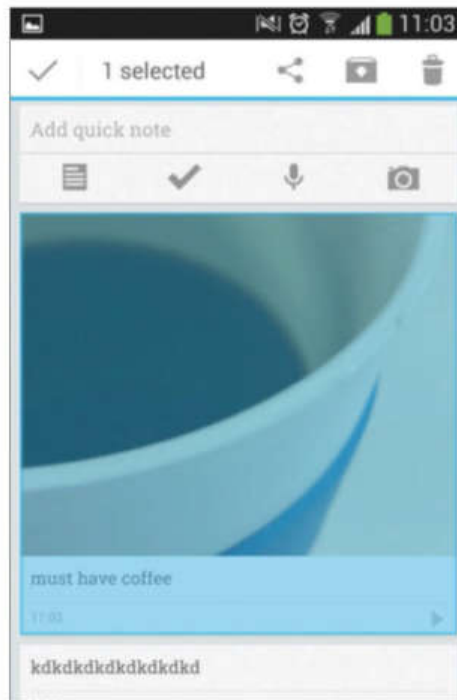
3: Colours and photos

Click the colour palette icon to colour-code your note (using your own system). Click the camera icon to add a photo; the camera tool will only let you take a photo, not upload one from your device.



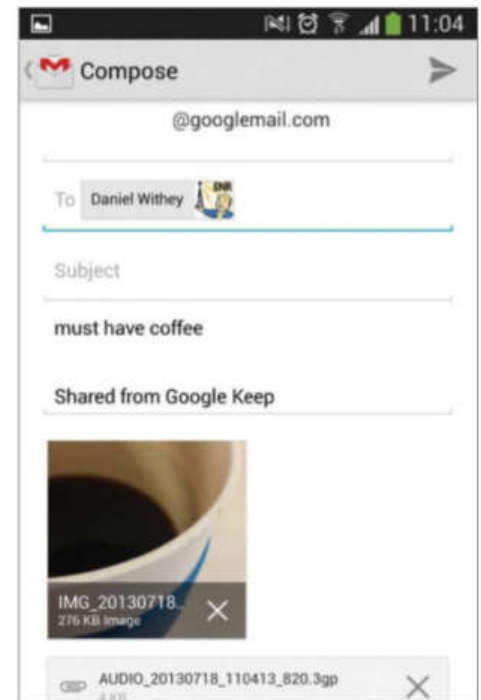
4: Voice notes

On the main Google Keep screen, click the microphone icon and then speak into your device. Google's voice-recognition software will translate your words into text, creating a note from it.



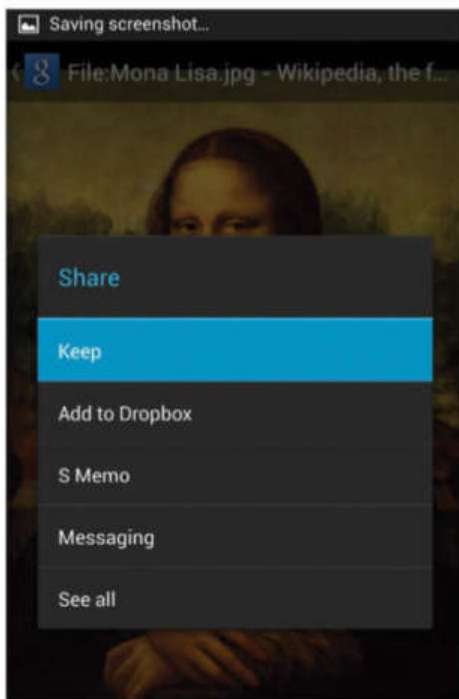
5: Archiving and deleting

Tap and hold on a note and a menu bar will appear; here you can share, archive or delete the notes. You can also archive by tapping and sliding a note to the left or right. Archived notes aren't deleted and can still be accessed.



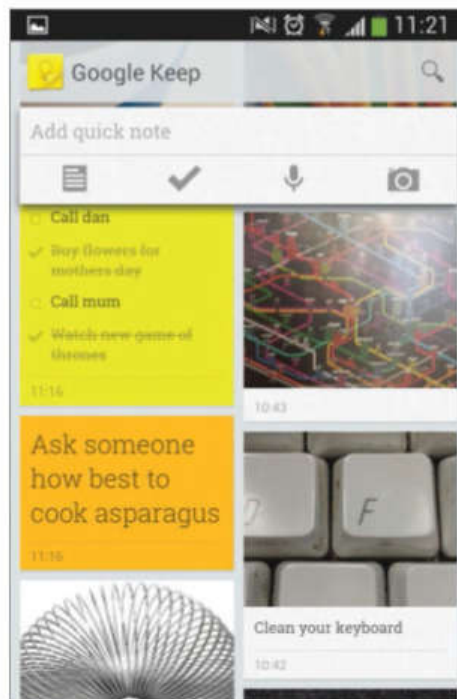
6: Sharing a note

From the menu bar, click the share icon, then select an app you would like to share with. This will result in that app opening with the note in hand ready to be shared, including all image and audio notes.



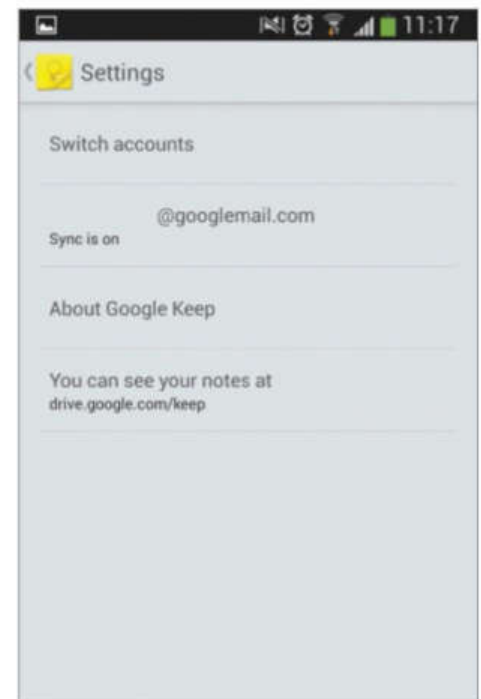
7: Sending to Keep

When you are browsing the internet, or looking through your device's photo gallery, you can open the share functionality of the current app and share an image or link with Keep, thereby adding it to a note.



8: View mode

Tap the device's Menu button, or on-screen icon, and click Multi-column view. This will compile your notes into a tidier format, displaying more of them. From this menu you can also access your archived notes.



9: Settings

Tap the Menu button/icon and tap Settings. Tap Switch Account to set up another Google account which you can activate in Keep whenever you like. A link to Drive's Keep folder is also provided.

Create, organise and share your calendars

Learn how to use Google Calendar to create and share multiple calendars

For many people, at the centre of a well organised life is a well organised calendar. Some people prefer sticking to a pen-and-paper diary, but if you have a lot going on – in work, home, hobbies, projects and activities – it can be really beneficial to bring all of your different events, tasks and jobs together into one master calendar, and that is where Google's calendar comes in.

With Google Calendar you can combine all of your different calendars into one, by creating calendar categories within one single calendar. You can also share different categories within that calendar with different people. Say if you are working on a project with multiple people, and you all need to have set events and tasks noted down in your calendars, why not share that information so when amendments are made by one user they instantly update for all other users?

Follow our steps and learn how to set up and manage not one but multiple categories within one master calendar, then go on to share those categories with other users, helping you to create a seamless workflow for managing time more effectively.



Advanced sharing

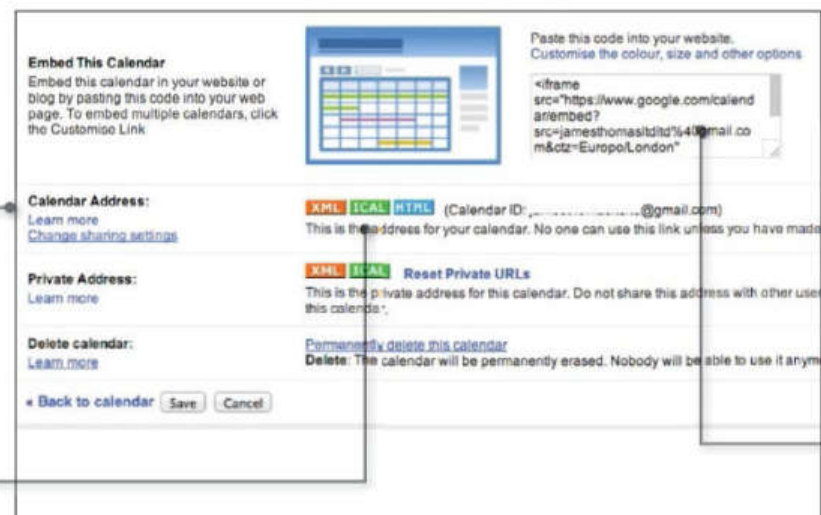
How to share and embed a calendar

Calendar Address

These are useful for public calendars which you can share with people who want to view or subscribe to them or view your events via feed readers.

XML, ICAL, HTML

Each of these addresses is compatible with different software, such as iCal or Outlook. People can use these addresses to add your calendar and events to their non-Google calendars.



Mobile Calendar

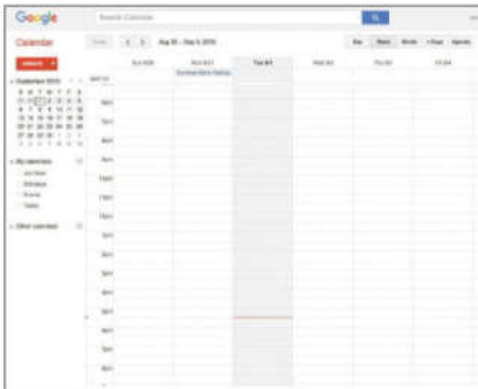
Once you have your Google Calendar set up, you can sync it with all of your other computers and devices. You don't have to run it through a Google app either. Apple's iCal and Samsung's S Planner (as well as a variety of other software and apps) allow you to sync your Google Calendar, as well as run it alongside other non-Google calendars.

Embedding

Copy and paste this embedding code into a website or blog to display your calendar on it – you can embed more than one.

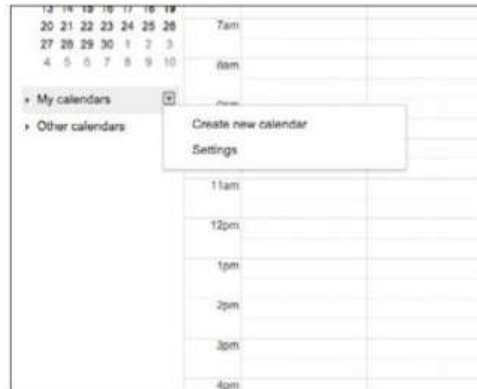


Calendar | Share calendars and events



1: Set up a time zone

If you are new to Google Calendars, find the Google Calendar web app in the Chrome Store and add it to Chrome. Open it from the splash screen and set up a time zone if you need to.



2: My calendars

To the left of your calendar window, click My Calendars, which for now comprises your primary calendar and tasks. Click the drop-down to the right of My Calendars and click Create New Calendar.



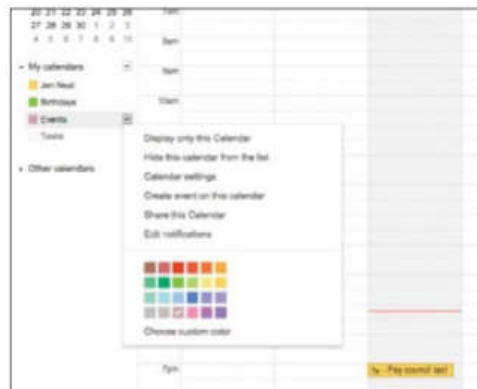
3: Create a calendar

Add a clear name, description and location of your calendar and select a time zone for your event. Your calendar will correct the time for all the different time zones of the calendar's users.



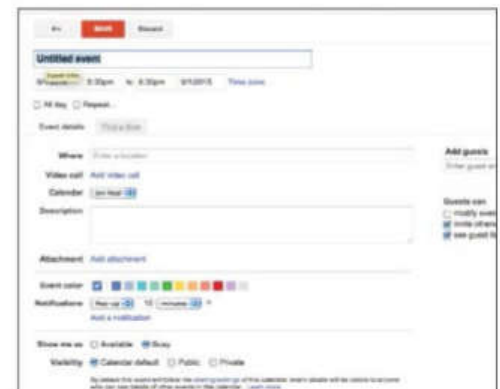
4: Sharing and permissions

Add email addresses to share the folder with, then under Permission Settings select their permissions and click Add Person. Do this for all the users you want to access the calendar. Click Create Calendar.



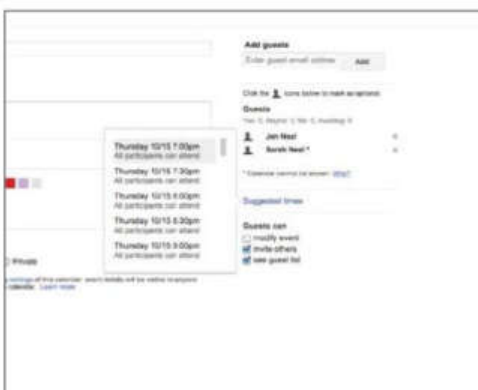
5: Configuring a calendar

To change your calendar settings, click the arrow to the right of the newly created calendar and click Calendar Settings. Click 'Share this Calendar' to add new users.



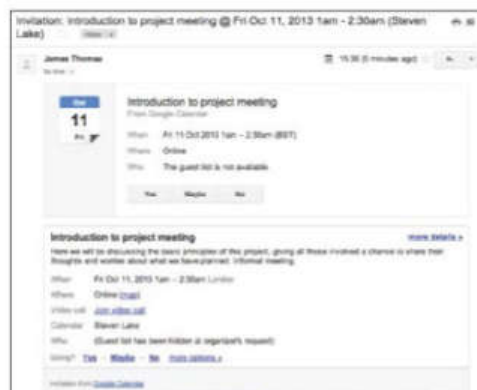
6: Creating an event

Click the Create button to create a new calendar event. Add a title and date, duration and time zone information. Under 'Add guests', add email addresses to add this event to their calendars.



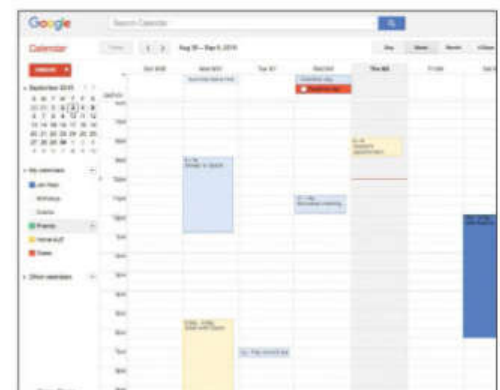
7: Suggested Times

After you have added guests to your event, click Suggested Times. Google will compare all guests' calendars to advise what time frames work best for the event to take place. Click Save when done.



8: Email conformation

Event invitations will be sent to all guests; here they can confirm if they will be attending the event. An attachment will also be sent, which can add the event to the user's calendar software.



9: Managing multiple calendars

Once you are running multiple calendars, simply click on them from your My Calendars list to switch that calendar's events on or off, helping to keep your calendar from getting cluttered.

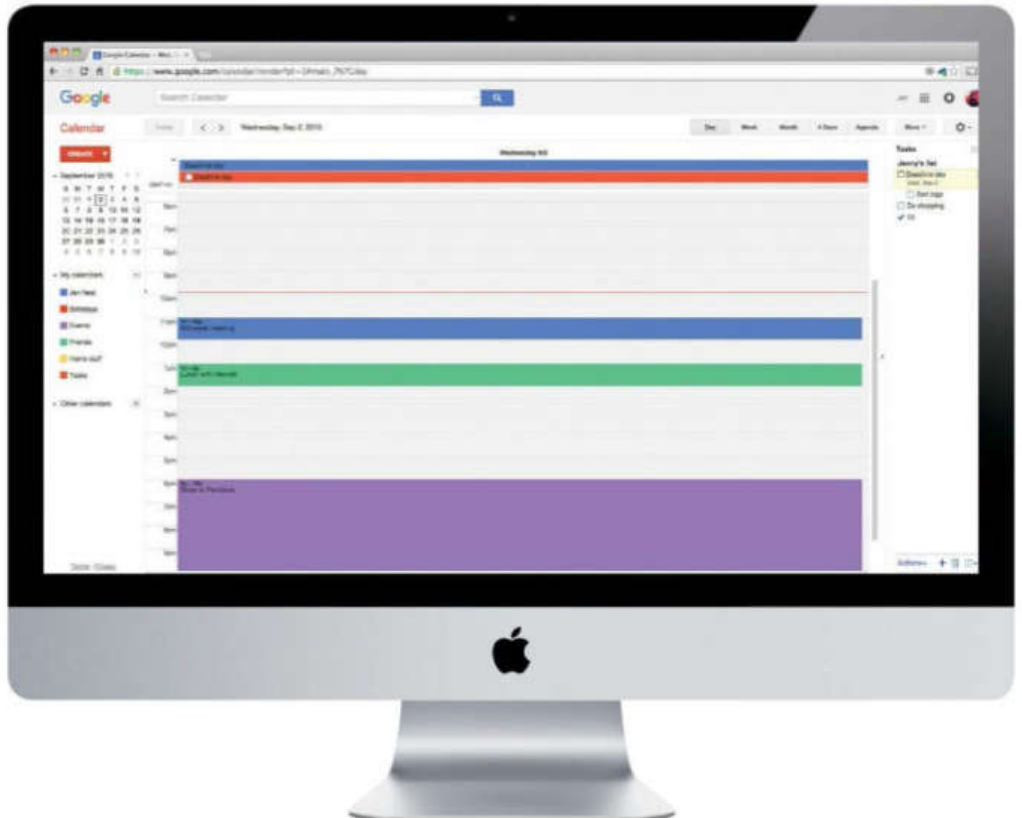
Plan a daily agenda with Google Calendar

Combine Google Calendar and Tasks to create a comprehensive daily agenda

If you have a busy day, week, month or lifetime coming up then it's going to help to plan for it, right down to the minutes in the day. By using your Google Calendar to focus on one day at a time, you can create an incredibly detailed and concise agenda (appointment diary) for yourself, with event details, participants, times and locations.

You can also integrate Google Tasks with your daily agenda, meaning that you can set up a primary task which will feature in your agenda and within that task you can add as many secondary tasks as you like, which will be displayed in the Google Tasks window next to your calendar. Once you have compiled your agenda for the day, week or month, you can view it, print it or have it emailed to you, as well as set up reminders for calendar events to be sent to you minutes, hours or days ahead of the event.

You can also access your agenda from any device that allows you to log into Chrome. Once you start using Google Calendar to manage your days, you will start to see how this service intertwines with other great Google web apps, so run through our steps to get your own daily agenda started.



Notifications and reminders

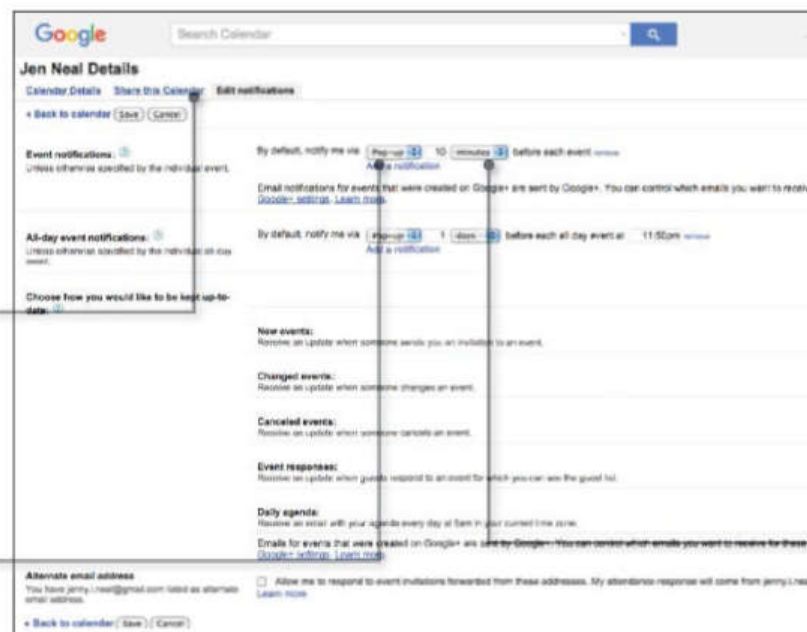
How to configure calendar notifications

Calendar settings

You can assign different notification settings for each calendar linked to your Google account through your general Calendar settings.

Types of notification

Be notified by email, pop-up, SMS or push notification. Set up as many notification services as necessary. You can also set up specific notifications for each individual event.



Phone reminders

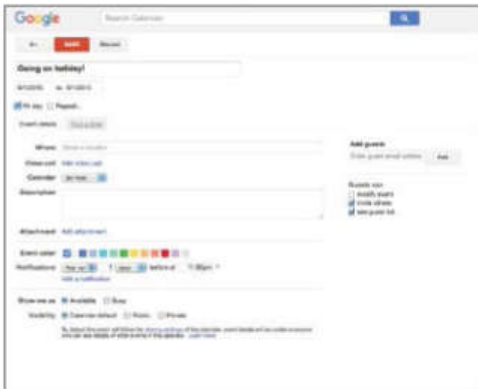
You can configure your phone to send you SMS reminders about your events. In the Calendar Settings window, click Mobile Setup. Enter your phone details and have a verification code sent to it to finish the process. Or you can set up push notifications for your iOS or Android device by following the Google Calendar instructions.

Notification times

Choose when Calendar sends you a reminder. SMS ones are best set very close to the event, whereas an email reminder could be earlier.

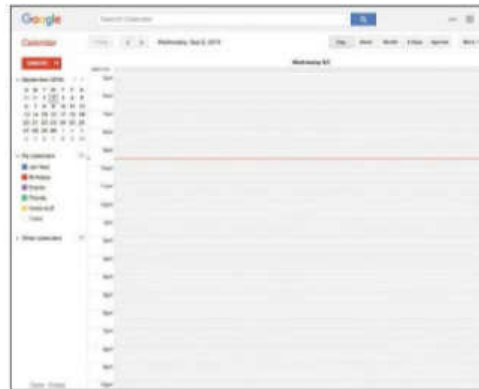


Calendar | Create an organised agenda



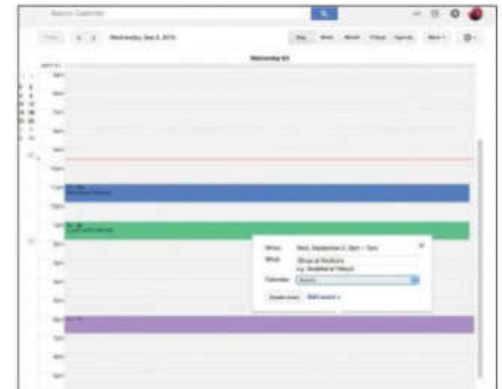
1: All day events

Click on the Create button and title your event. Tick All Day and set the correct date. Don't worry about event details, just make sure you select the correct calendar, and then click Save.



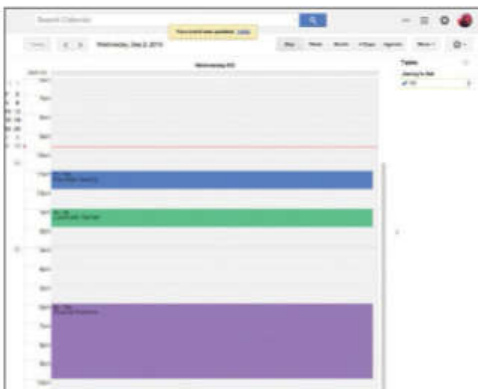
2: Day view

Click on the date of the all-day event to enter the day viewer. The all-day event will function as the title of your day's agenda, remaining present at the top of it.



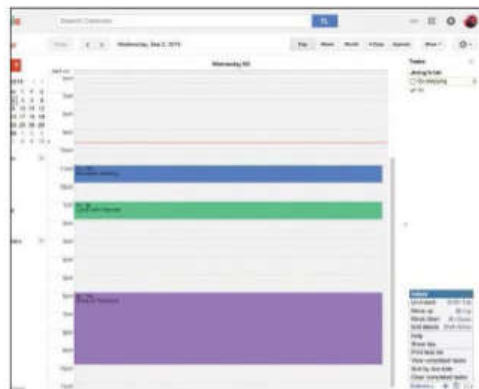
3: Adding events

Click on a time for the first event of the day. Here you can create a quick event and enter the name of the event. Create multiple events if need be, then click Create Event.



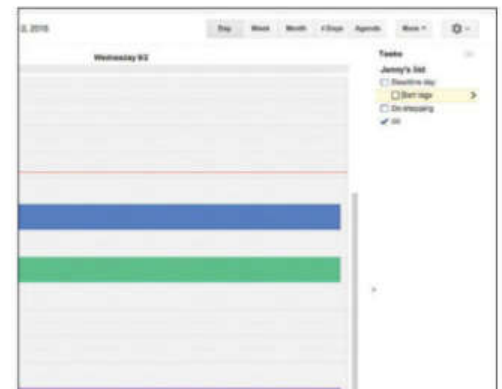
4: Opening Google Tasks

Google Calendars by default include your Google Tasks. Activate it by checking Tasks in the list under your calendars. Your Tasks list will appear on the right of the screen.



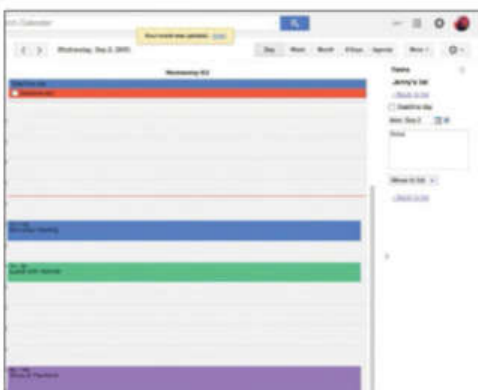
5: Adding a task

Click in the text field next to the text box and add an overall task such as 'Birthday Shop'. Click Actions>Indent. Now add sub-tasks relevant to Birthday Shop, such as a shopping list.



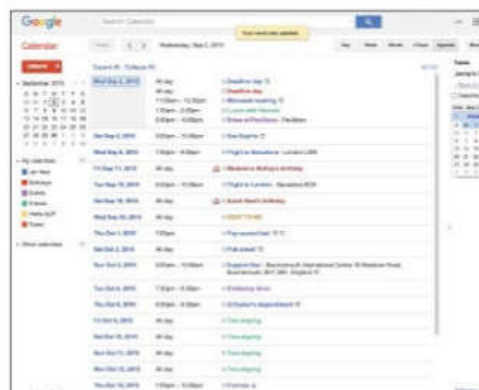
6: Indenting tasks

If you check an un-indented task, it will tick off all indented tasks beneath it. Use this tool to better organise your tasks. Create a series of un-indented tasks with indented tasks beneath them.



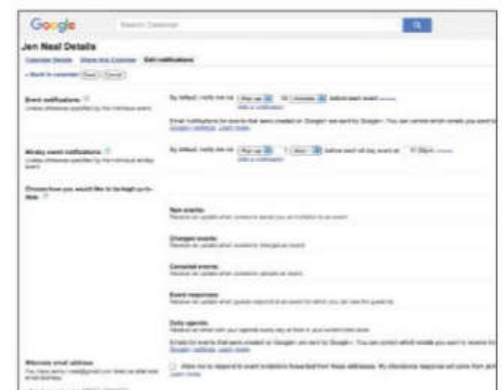
7: Tasks in calendars

Click on the arrow next to un-indented tasks. Click the 'Due date' text box and select the calendar date for your all-day event. These tasks will now be added to your day calendar.



8: Viewing agendas

At the top of your calendar, click Agenda to view all your upcoming events in date order. Click on a date to return to day view for a more detailed date-specific agenda.



9: Setting up notifications

Under My Calendars, click on your calendar, then 'Reminders and Notifications'. Tick the checkbox next to Daily Agenda to receive your agenda in an email at the beginning of your day. Click Save.

Use Google Finance to follow the market

Stay in touch with how your market stocks are performing using Google Finance

The Google Finance web app is one of the most complex, in-depths apps available from Google. It brings the international stock market to your web browser, detailing market summaries, a news feed of top financial stories and a completely customisable portfolio to view and manage your ventures as well as overviews of the world's markets, currencies and industries – keeping you up to date with everything that is happening.

It can certainly be a little overwhelming when you first visit Google Finance, but as long as you have a basic understanding of the market it won't take you long to build your own portfolio, integrate it with your Google calendar, and keep yourself up to date with the market as a whole and your own personal ventures. It's through the My Portfolio service that you will find the biggest benefits. Here you will be able to keep a close eye on the stocks that matter to you, and perform detailed analysis and comparison against other stocks and domestic trends. If you are changing from another financing software or spreadsheet setup, you can even import and integrate your spreadsheets into your portfolio. Read on to go step by step into becoming a Google Finance wizard.



Finance chart

Navigating the Google Finance chart

Zoom

Use the Zoom feature to change the length of time displayed on the graph. The longer the time duration, the less detailed the graph will become.

Comparing stocks

Each stock is represented by its own individual colours. Scroll along the graph to compare each stock's position in the market at that particular point.



Google Finance app

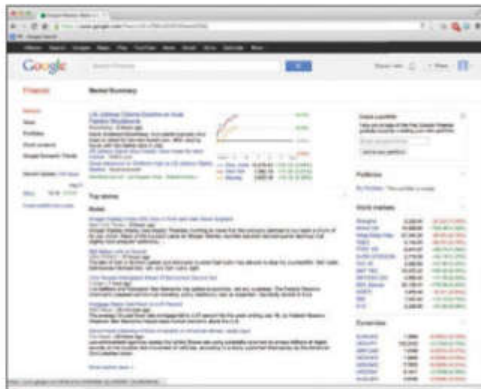
You can access Google Finance from any mobile device that supports Chrome. For now there is no standalone app for iOS devices, but Android has its own official one. The app offers a much more compact version of Google Finance, allowing you to view a basic market summary and your own portfolio, where you can check up on your stocks.

Timeline

Use this tab to scroll through and examine windows of time within the entire duration of the graph, dating back to the creation of the first stock.

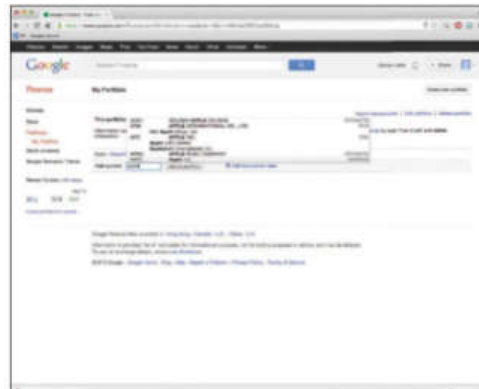


Finance | Manage a Google Finance portfolio



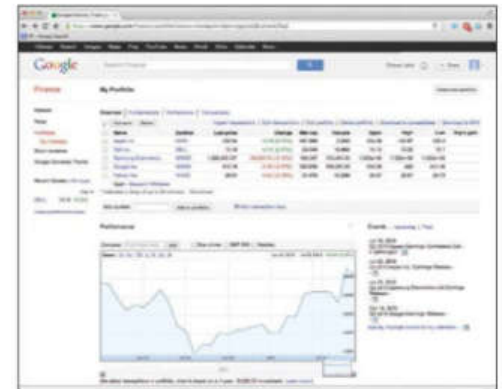
1: Main interface

The Google Finance main window is a combination of a market summary, a news feed and market information. Use the navigation bar to the left to visit specific sections of Google Finance.



2: Add to portfolio

From the navigation bar, click **Portfolios > My Portfolio**. To create a portfolio, add a stock in the text field named 'Add Symbol'. Once you find the stock you are looking for, click 'Add to portfolio'.



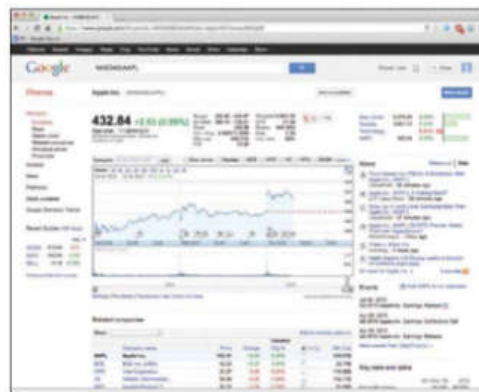
3: Create new portfolio

Click 'Create New Portfolio' to create another portfolio. Add more stocks to your existing portfolio by repeating step 2. Click on any stock title from the list for details of that stock.



4: Import Transactions

Above your stock list, click 'Import Transactions'. Here you can import an OFX or CSV spreadsheet storing your historical transactions, so you can then view them in Google Finance.



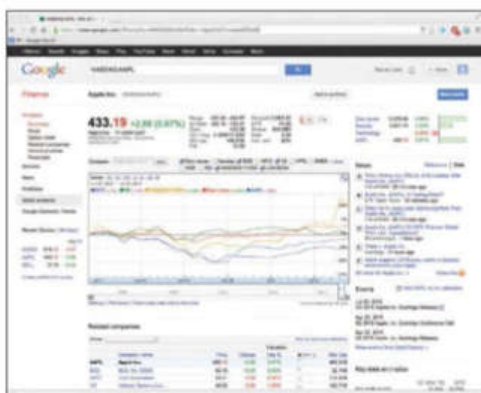
5: Managing stocks

Every Stock page displays relevant news feeds for that stock along with a graph, which can be viewed in days, months and years – so you can see exactly how it has performed in the past.



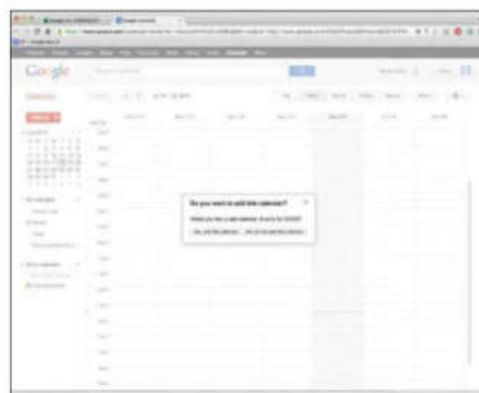
6: Compare stocks

From the stock's page, tick the related companies' names above the graph, or add a stock name in the Compare box. The different stocks will appear in the graph, allowing you to easily compare them.



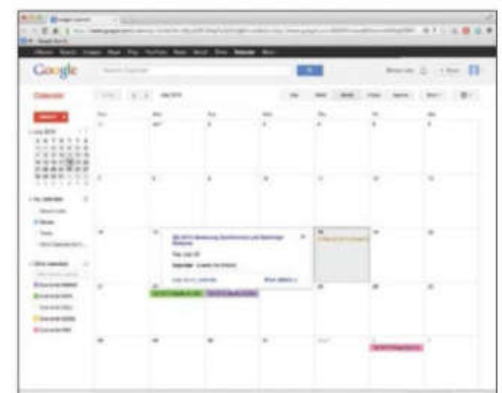
7: Google Domestic Trends

Click 'Google Domestic Trends'. Use this to compare entire industries or sectors. You can also compare these trends against your portfolio's stocks and download the information into a spreadsheet.



8: Sync with Calendar

Each Stock page posts the stock's previous and upcoming events. You can sync these events with your Google Calendar by clicking 'Add (stock) to my calendars' next to the event subheading.



9: Calendar management

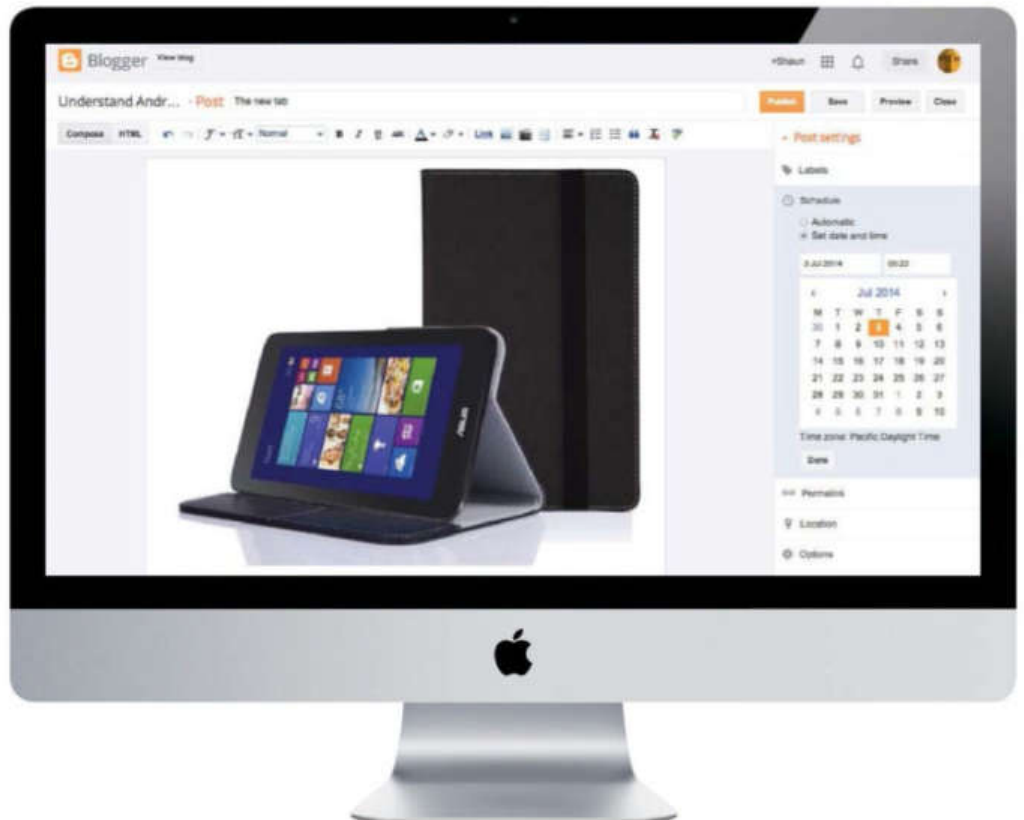
Once added, each individual stock's calendar will appear under the **Other Calendars** tab in Google Calendar. Click on a calendar event to see more details about it.

Get more from the creative and design features in Blogger

Blogger automates much of the blogging process, but does not hold back on features. Find out what it has to offer

There are few services that offer an easier way into the world of blog creation than Blogger. It automates much of the initial process from setting a domain name to building a design, and in theory you can be posting your online thoughts in minutes. From publishing beautiful-looking text to adding images and videos, there are tools included that turn these processes into simple clicks and on top of this you have access to a rich set of statistics and a commenting system that should remain relatively free of spam.

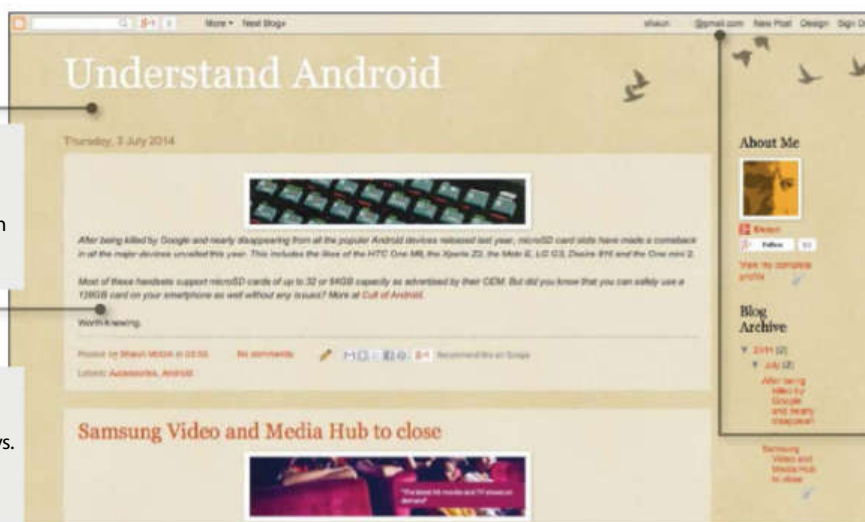
Remember that Google is behind Blogger and so discovery is also catered for alongside the ability to quickly share new blog posts in an instant, which are both either time consuming or difficult to achieve on many competing services. Your blog will be automatically formatted for desktop PCs and mobile devices and no design ability is required to make a professional-looking online presence. Everything you see on the screen will also be reflected in the final blog and this means that you will always have full control over every single part of the blog design and content. It's time to get started with Blogger and understand the features.



A finished blog

Easy to use and looks good

- Complete design control**
 You have full control over every aspect of the design and you can change the look as many times as you want to. It can be made to look extremely professional with time and patience.
- Multiple creation tools**
 The formatting bar lets you manipulate each created post in many different ways. Once you are used to how it works, you can feel free to add as much formatting as you require.

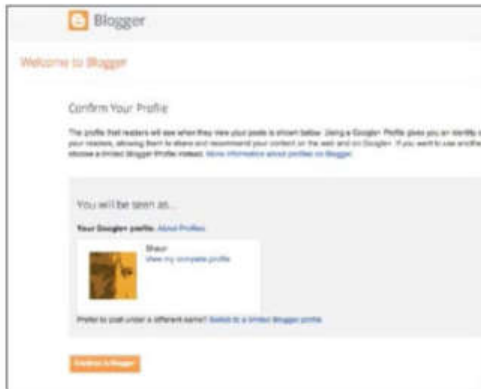


Make some money

Once your blog is up and running and you have an audience, it is well worth checking the 'Earnings' option in the left-hand column. This lets you set up Google AdSense to generate some income from your work and the entire process to link the two together is mostly automated.

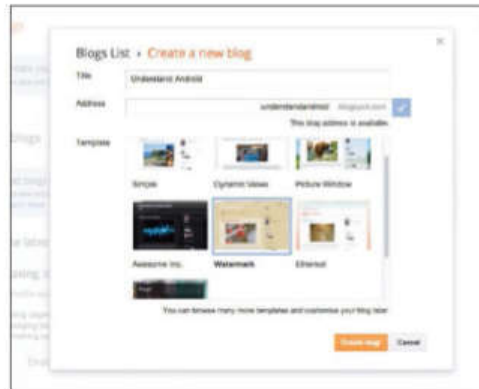
- Your Google account**
 Your Google account is used to let you post new blog posts and to create the site. It also allows you to publicise your work in seconds to anyone who follows you on Google+.

Blogger | Get more from Blogger



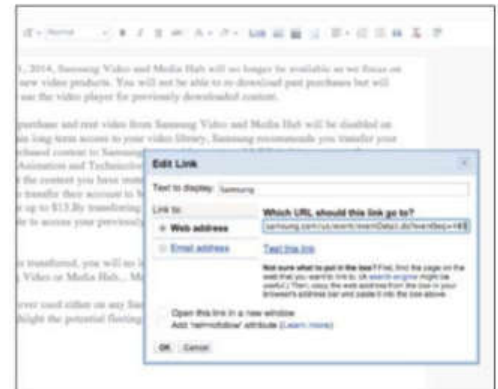
1: Use your profile

Make sure you are logged in to your Google account and then head to <https://www.blogger.com>. You will be asked to confirm your profile to get started with Blogger.



2: Names and designs

Now choose a name for your new blog and also decide what you want the blog web address to be – you'll be notified if it is available. Choose a design and you are now ready to start using Blogger.



3: The formatting bar

When you are creating a new post on your blog, take some time to understand what the top formatting bar does. For example, you can include links to any word within a post to add context.



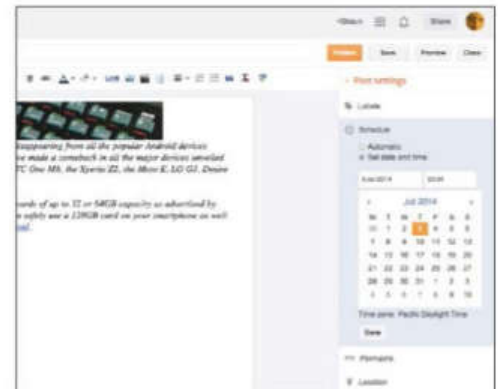
4: Include images

To add images to a post, click the image icon in the formatting bar and then navigate to one on your computer. Once it has been added, you can click on it and drag it to any position within the post.



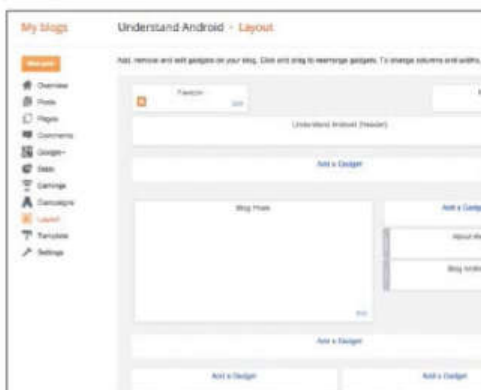
5: Time to publish

Click the 'publish' icon and the new post will be available to view by clicking 'View blog' at the top of the screen. It will look exactly as your readers will see it so you can make changes if needed.



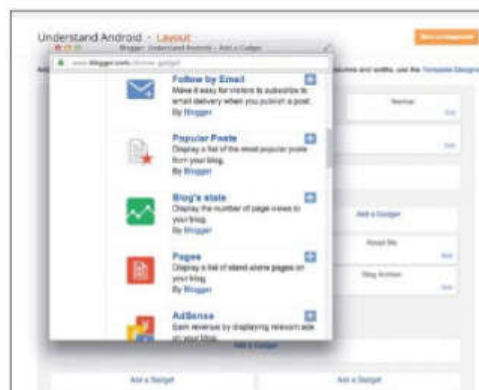
6: Schedule your posts

When you have written a post, you can click the Schedule option on the right to post it in the future. This is particularly useful if you like to publish a certain number of new posts every day.



7: Dealing with layouts

You can still manage the exact layout of your blog despite using a pre-defined template. Click the Layout option on the left and then drag and drop the various areas. Take some time experimenting.



8: Add some gadgets

Within the template, you can click any box which shows 'Add a Gadget' at which point you can choose from the ones in the list or add new offerings that fellow bloggers have created.



9: Wholesale design changes

Click Template then Customise to make wholesale changes to the look of your blog. Everything works by simple commands and the ability to change every visual aspect of the blog is included.

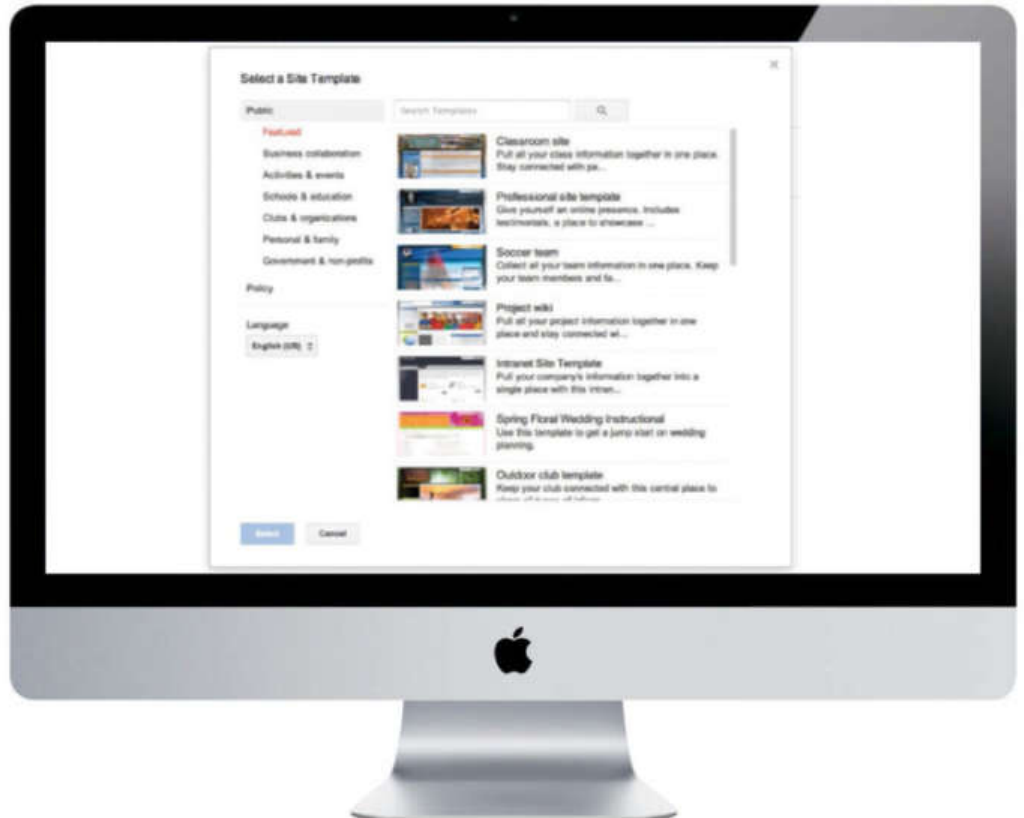
Set up themes using the Google Sites layout editor

The layout editor makes it easy to set up a basic theme, and customise it to suit your own needs

When you're first starting out with a website, it can be difficult to know where to turn, what kind of layout you might want, and how your content – text, images and video – will fit into the website. This is true whether you are paying a professional to create a website for you or you're simply using a service such as Google Sites. Fortunately, there are a lot of templates available that can get you up and running with a 'ready-made' website design from the get-go.

While this is a tremendous time-saver, it does tend to mean that your website isn't unique and doesn't necessarily reflect all the values and messages you might have hoped to convey. Wouldn't it be nice if you could start with a template, then customise it to suit your own preferred logo, layout and font choices? This is exactly what the Google Sites layout editor does!

By using the layout editor you can quickly make a template your own, incorporating your business's colours and logo, tweaking the layout and customising the typography to ensure you have a unique and memorable website design. Best of all, it's not at all complicated to do. Follow the steps below to see how quickly you can get started.



The layout editor

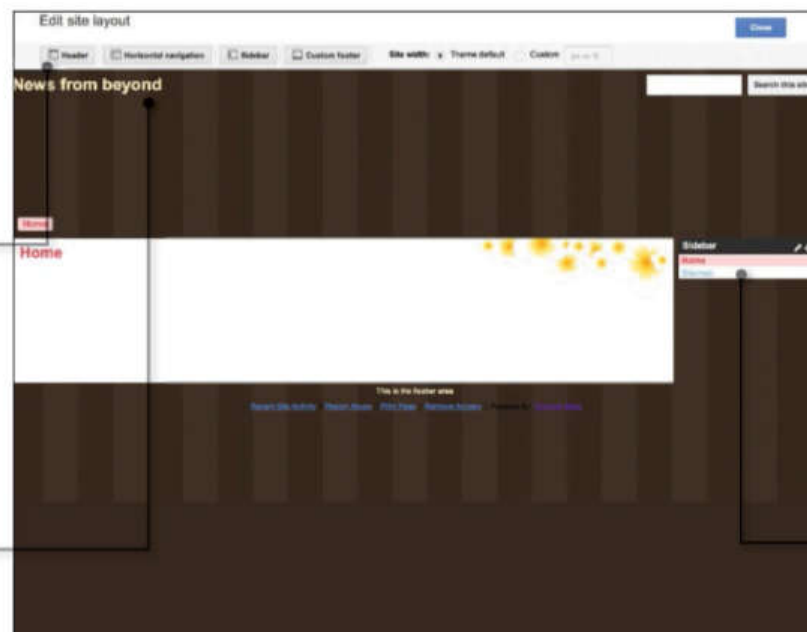
Controlling your layout

Layout items

Click on the buttons to enable or disable individual content areas within your template. After each click, you'll need to wait for the changes to save before you can see them.

Header area

Click on the header area to edit the characteristics of this section, including the ability to upload your own logo and alter the height of the header section.



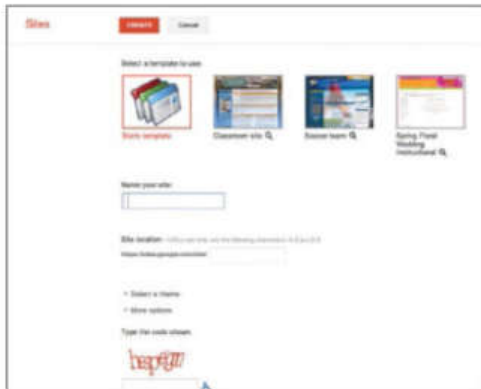
Edit the style

Remember that the core styles are inherited from the base template you chose when you set up your site, so you'll need to work within the confines of that particular design's overarching styles. If you want to use a completely different colour scheme, or a dramatically different layout, it will probably save time to use a different base template.

Navigation changes

Click on the navigation bar(s) to edit the pages that appear within the navigation menu. You can add/remove pages to suit your requirements.

Sites | Customise your own theme



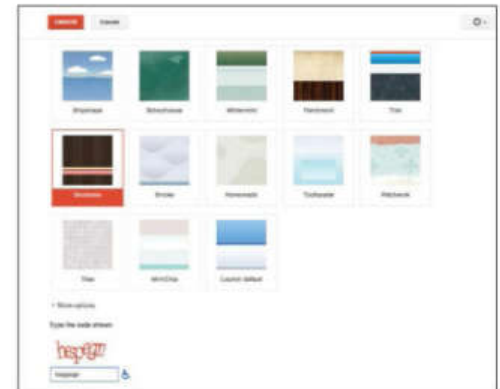
1: Create a site

Sign into Google and visit sites.google.com to create a new website. Click on the Create button to load the site setup wizard. Enter a name for your website and choose the Blank template option.



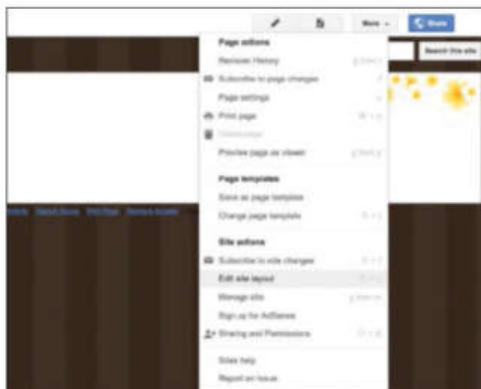
2: Choose base theme

Scroll down to open the themes area. Browse the list and choose one that most closely resembles the design you have in mind. The closer the theme is to your desired result, the less work you'll have to do.



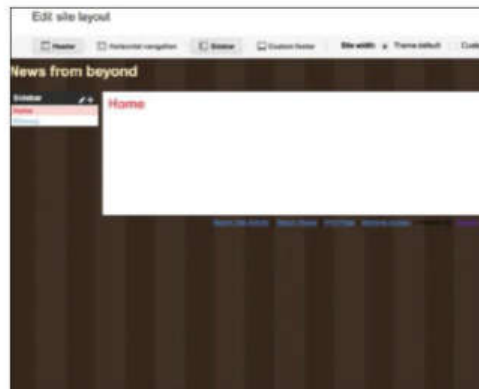
3: Additional info

Optionally, add a site description by revealing the More Options area, then enter the Captcha code to verify. Finally, click the Create button at the top of the page to generate your website.



4: Open the editor

With the site created, you'll be redirected to the homepage. From the menu in the header area, click on the More button to reveal the site configuration menu. Choose the 'Edit site layout' option.



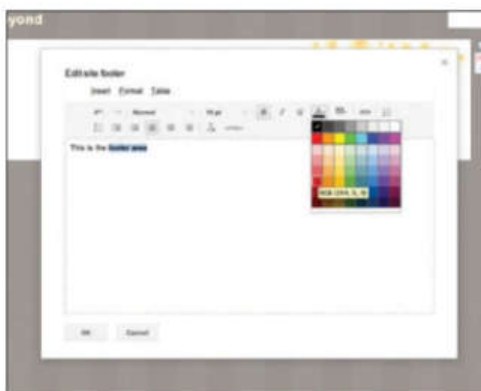
5: Add and remove

In the editor you can remove sections of the design that you don't want, or add missing elements. You can also configure the individual characteristics of each element. Click on an element to select it.



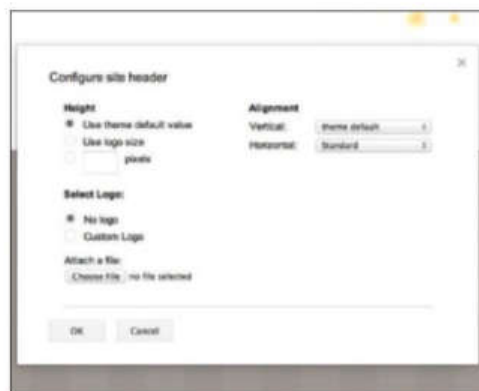
6: Change the size

Click the pencil icon for an area to edit its size and position. If you click on a sidebar, for example, you can choose if it should sit to the left or the right of your main content area, and how wide it should be.



7: Edit static content

Some content remains the same across every page, such as your footer. You can edit this static content easily by clicking on it, then using the pop-up box to enter text, images, tables and more.



8: Edit the header

One of the most important identifying aspects of your website is the header area, as this contains the name of your site and the logo. Click on the header within the layout editor to edit its properties.



9: Edit the navigation

Once you have more pages in your site, you can edit the navigation bar by clicking on it to add or remove pages from your menus. This allows you to easily include extra pages or exclude hidden pages.

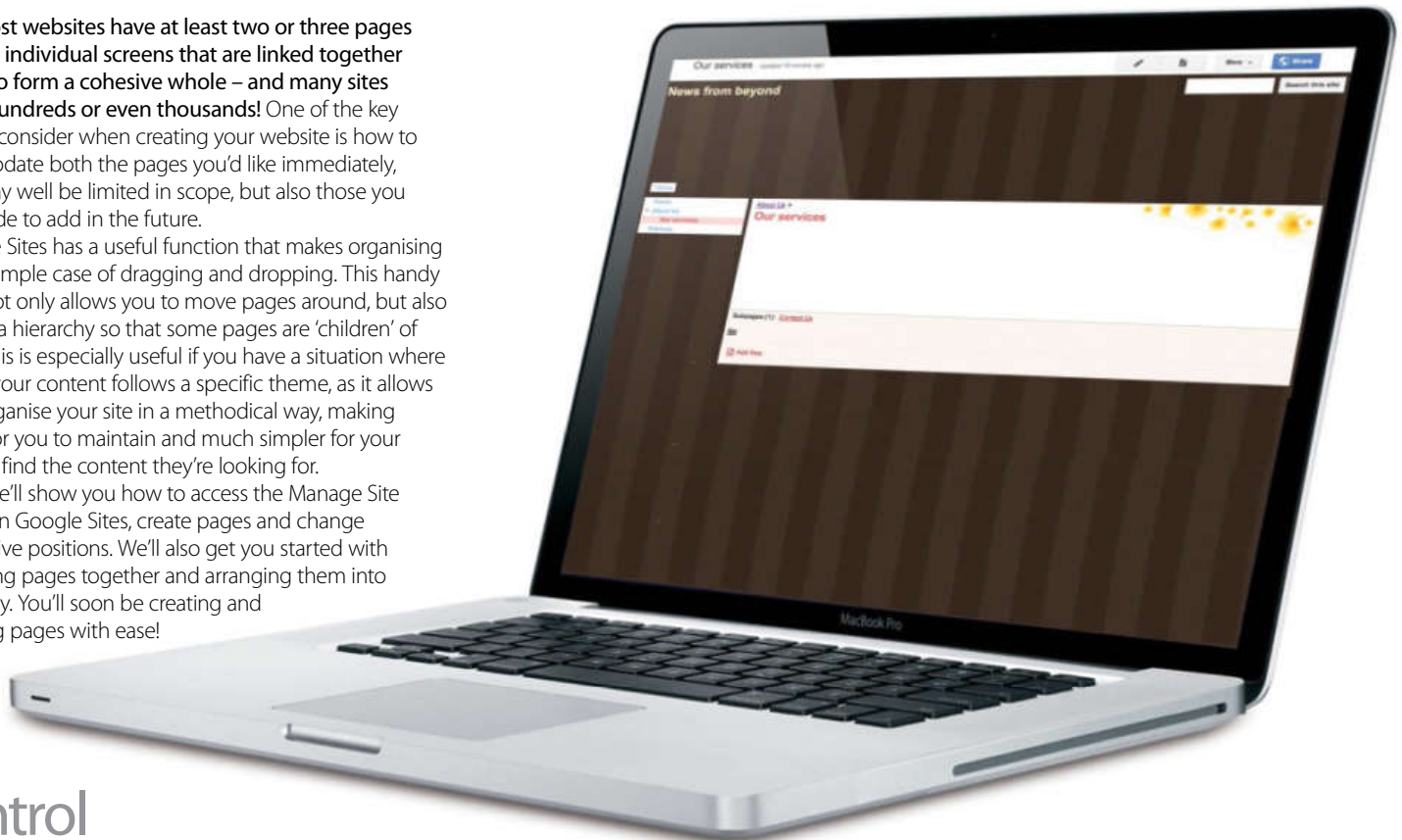
Put your pages together to develop your site

Google Sites makes it simple to add pages, connect them together and arrange them as you please

Most websites have at least two or three pages – individual screens that are linked together to form a cohesive whole – and many sites feature hundreds or even thousands! One of the key things to consider when creating your website is how to accommodate both the pages you'd like immediately, which may well be limited in scope, but also those you may decide to add in the future.

Google Sites has a useful function that makes organising pages a simple case of dragging and dropping. This handy feature not only allows you to move pages around, but also to set up a hierarchy so that some pages are 'children' of others. This is especially useful if you have a situation where some of your content follows a specific theme, as it allows you to organise your site in a methodical way, making it easier for you to maintain and much simpler for your visitors to find the content they're looking for.

Here we'll show you how to access the Manage Site options on Google Sites, create pages and change their relative positions. We'll also get you started with connecting pages together and arranging them into a hierarchy. You'll soon be creating and managing pages with ease!



Control your pages

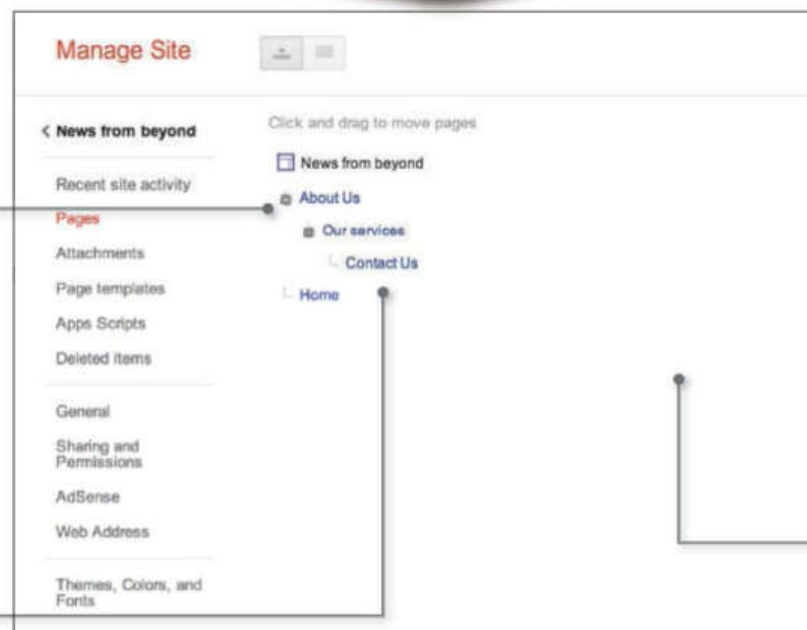
Move your pages around

● Pages list

This list shows all your pages in their hierarchical order, so you can see how each page relates to another in the overall arrangement of pages within the site.

● Drag to move

Click and drag a page to move it to a new location in the hierarchy. You can nest pages within other pages, or bring them back out to the top level as required.



Create your pages first

When you're creating a page, you can choose how it should fit into the hierarchical system of pages on your site. This is actually the easiest way to get your page in the correct position. But, for a bird's-eye view of what's going on, the only place to go is the Site Settings> Pages section!

● Site settings

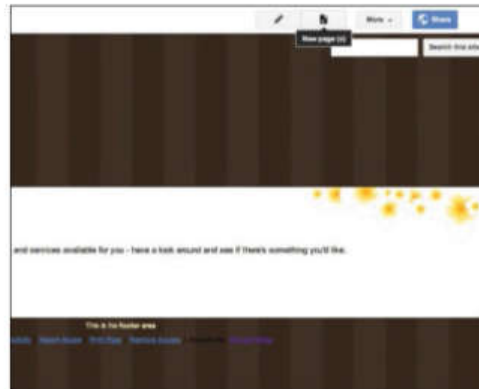
This section (Manage Site) is found within the Site Settings area. Click on the More button to access these settings and others to help manage sites.

Sites | Manage your pages



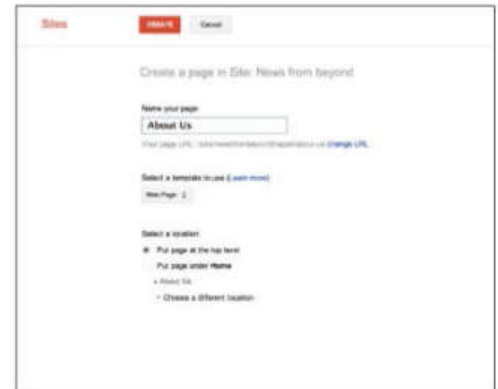
1: Create your site

If you haven't already created your website, follow the first three steps on page 189 to set up a Google site, then return here to see how you can move your pages around within the site hierarchy.



2: Add a page

We'll need to create some pages to work with. When you're viewing your website, click on the 'Add a Page' icon at the top of the header area to create a new page from scratch.



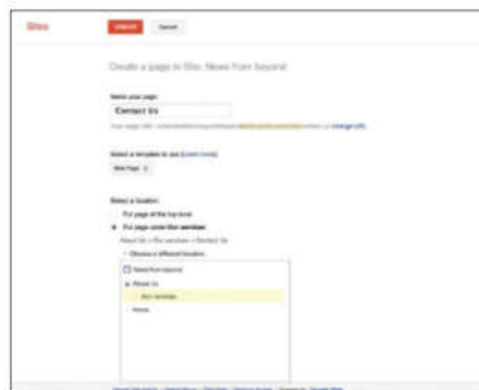
3: Create it!

Give the new page a name, then click on the Create button at the top to save it. You'll be given the opportunity to populate your new page with content, so do that if you're ready to and click Save.



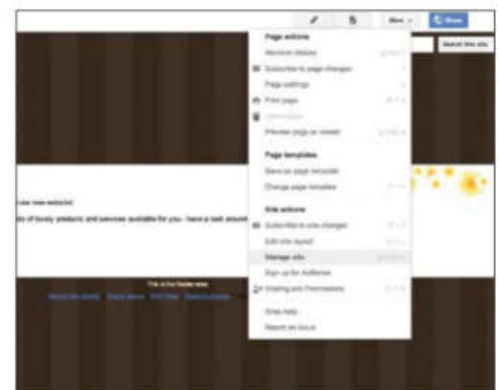
4: Add another page

Repeat the process to add another page. You can now select where you'd like the page to be in the site hierarchy; the default is as a child of the page you were on when you clicked 'Add new page'.



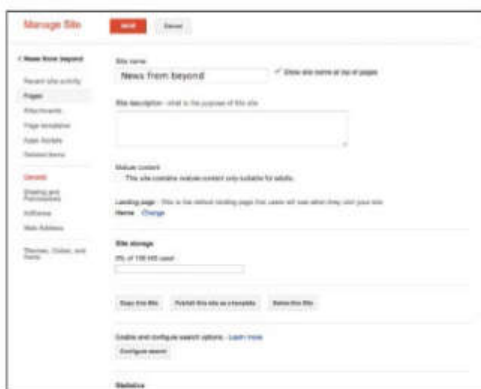
5: Choose a custom location

To put your new page somewhere other than at the root level of your site or beneath the previous page, click on 'Choose a different location' to reveal a structured illustration of all your pages.



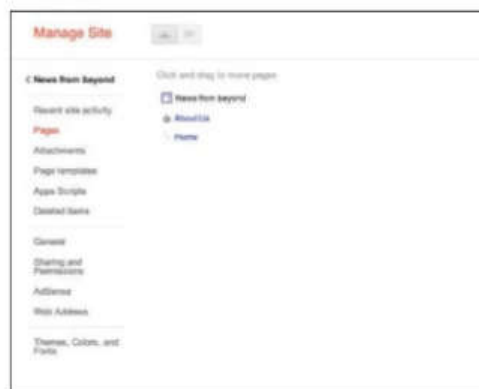
6: Change it later

If you've already created a series of pages, but now want to change the way they're organised, you can do so in the Manage Site section. Open the More menu, then choose Manage Site.



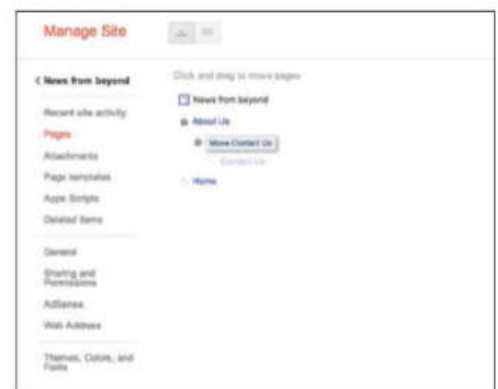
7: Select the Pages option

This section contains a lot of useful properties and settings for your site as a whole, but for the time-being we want to edit the relative positions of our pages, so click the Pages option in the left menu.



8: Open the tree

By default the view shows you a tree of all your pages. Pages that have child pages are shown with a '+' symbol to their left. Click on the '+' symbol to open it and reveal the page(s) beneath.



9: Drag to rearrange

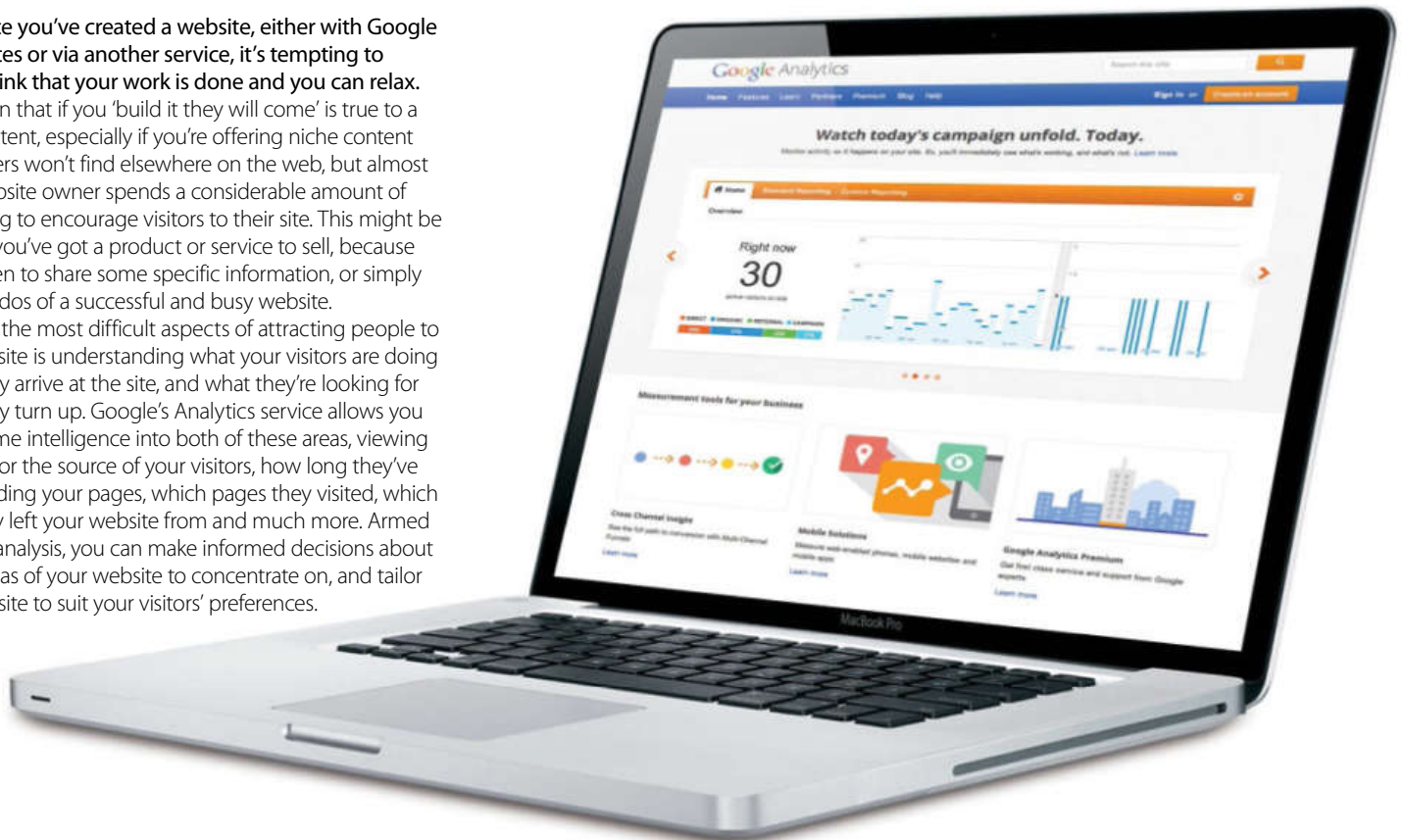
Click and drag a page to move it to a new location in the tree. If you have difficulty, click slightly to the left of the page name: your mouse should change to a movement icon instead of the arrow pointer.

Monitor your site's performance with Google Analytics

Analytics can help you understand your website visitors and improve your content

Once you've created a website, either with Google Sites or via another service, it's tempting to think that your work is done and you can relax. The notion that if you 'build it they will come' is true to a certain extent, especially if you're offering niche content that readers won't find elsewhere on the web, but almost every website owner spends a considerable amount of time trying to encourage visitors to their site. This might be because you've got a product or service to sell, because you're keen to share some specific information, or simply for the kudos of a successful and busy website.

One of the most difficult aspects of attracting people to your website is understanding what your visitors are doing when they arrive at the site, and what they're looking for when they turn up. Google's Analytics service allows you to get some intelligence into both of these areas, viewing statistics for the source of your visitors, how long they've spent reading your pages, which pages they visited, which page they left your website from and much more. Armed with this analysis, you can make informed decisions about which areas of your website to concentrate on, and tailor your website to suit your visitors' preferences.



The dashboard

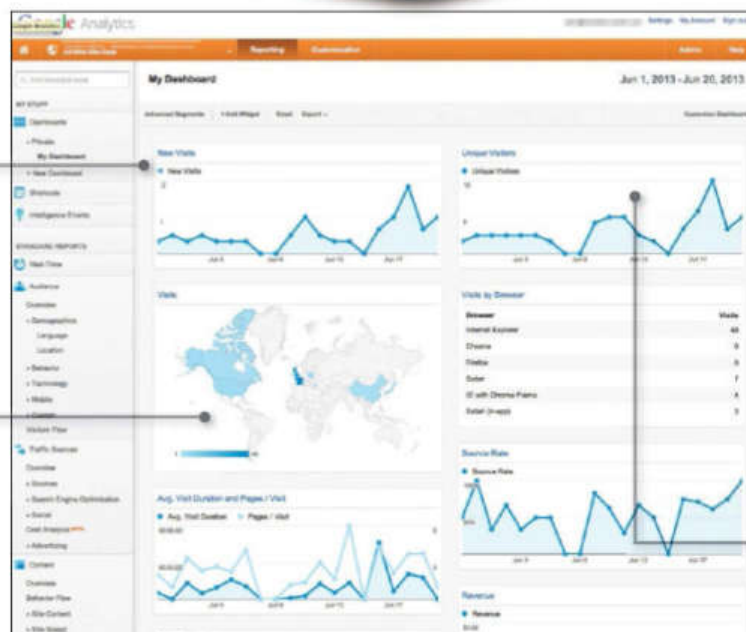
Get an overview of your website's visitors

New Visits

This section shows the total number of new visits recorded for your website over the period specified in the top-right corner of the screen.

Locations

This map shows where visitors have accessed your website from. The darker the blue colour is, the more people have accessed from that country.



Add code last

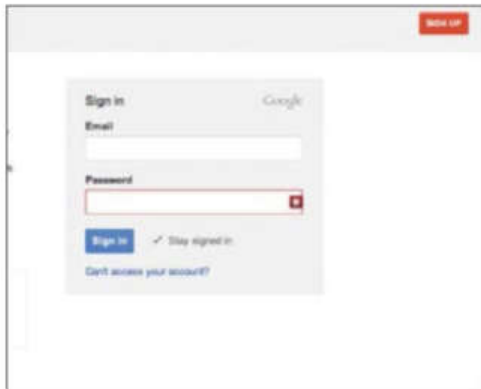
When you're installing the Analytics code on your website, the common approach is to add `<script>`s in the `<head>` section of your page. Instead, add the Analytics `<script>` just before the closing `</body>` tag to speed up the performance of your page and avoid issues if Analytics is unavailable.

Unique Visitors

Sometimes visitors will return, so this section shows the total number of unique visitors to your website recorded over the time period.

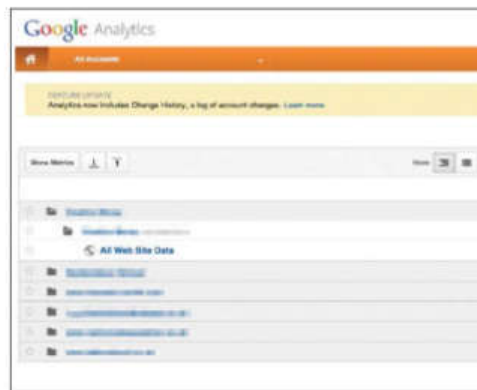


Add Analytics to your website



1: Log in or sign up

To use Analytics, you'll need a Google account. Assuming you've already got one set up, simply head to www.google.com/analytics. If you don't have an account, sign up here.



2: Admin it

Once logged in, you'll see any existing websites set up in your account for Analytics. To view one of these, click on the name, but to add a new one we'll instead click on the Admin tab at the top right.



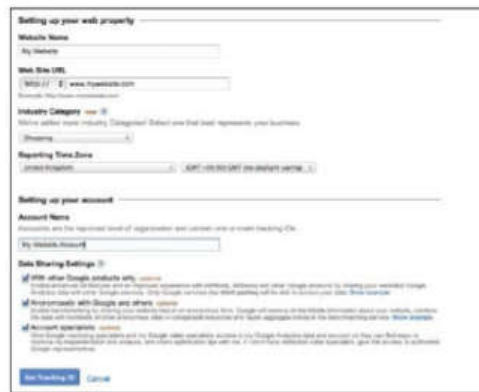
3: Add an account

The admin section allows you to remove or edit accounts, as well as create new ones. Here we need to click on the '+ New Account' button that appears immediately beneath the Accounts tab.



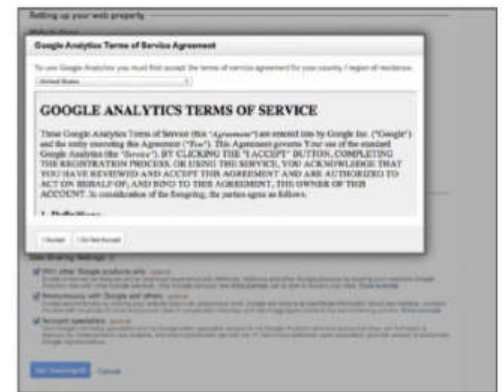
4: Choose the type

Analytics can now be used to track websites and apps. Click the tab most appropriate for you and stick with the Universal Analytics option beneath. Scroll down the page to continue.



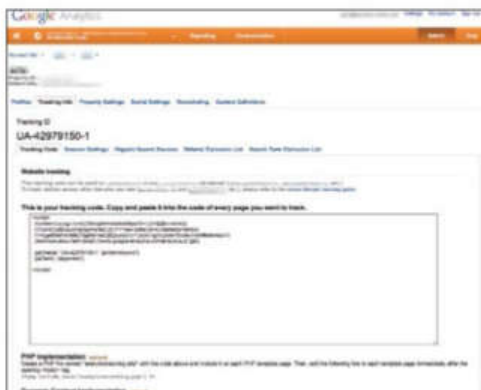
5: Website details

Enter your site details carefully, choosing accurately from the list of time zones and categories – used to help give you comparative data. You'll also need to enter a name for the website, and for the account.



6: Get Tracking ID

When you click the Get Tracking ID button at the bottom, you're shown a pop-up licence agreement. You have to click 'I Accept' to continue, but it's well worth having a look at the terms and conditions.



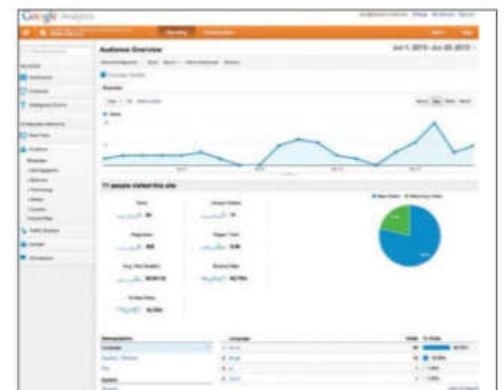
7: Grab the code

You are now provided with your own unique tracking code that's the link between the Analytics servers and your website. Copy the code to your clipboard by selecting it and pressing Cmd/Ctrl+C.



8: Paste it in

In your site's source code, paste the code into place – immediately before the </body> tag, preferably – to install it. If you're using a CMS or blog platform, there may be alternative methods for installing this.



9: Wait and see

It usually takes around 24 hours for the data from visitors to start flowing in, and you won't be able to see the period before you installed Analytics, but you can now log in and experiment with reporting.

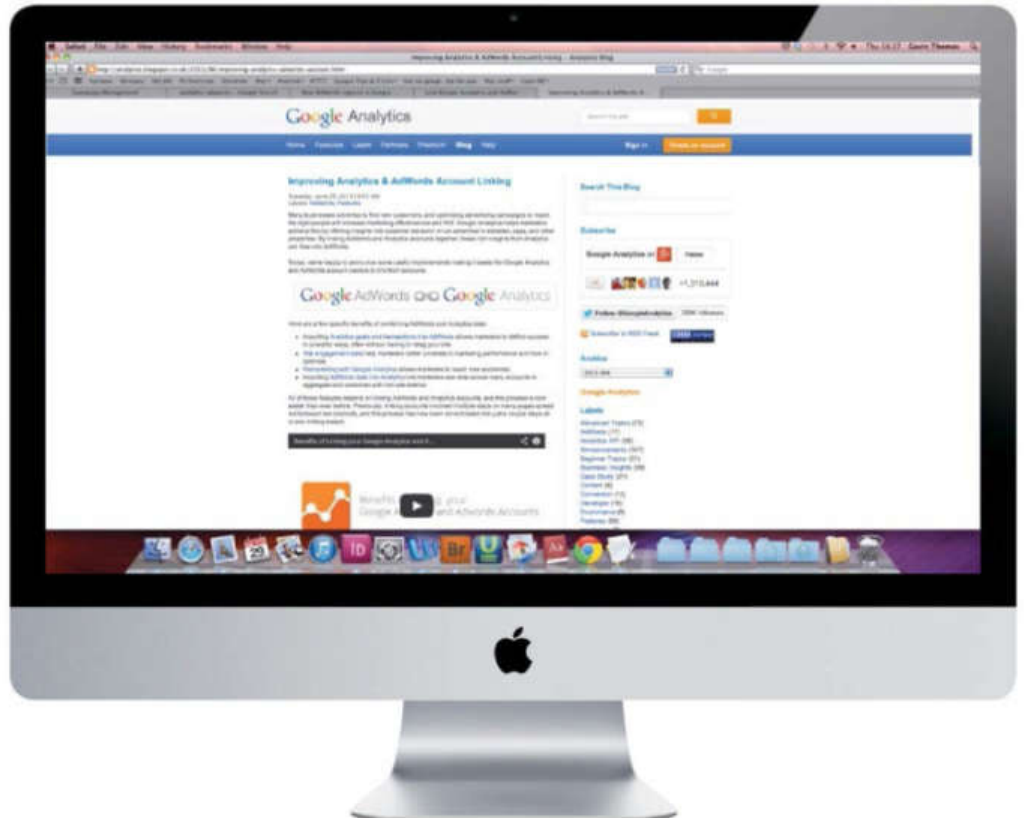
Connect your Analytics and AdWords accounts

Get better results from your adverts by using Analytics with AdWords, connecting the accounts together

The key to a successful advertising campaign is to properly understand the people you're targeting. Traditionally advertising agencies used personas to build a profile of a typical consumer within the broader market segment they were appealing to. This enabled the copywriters and artists to tailor their work to appeal to these avatars, in the knowledge that they represented the market segment as a whole.

These days the same general approach is still used, but instead of purely working with hypothesis ahead of your advert, you can now also get near real-time analysis of your actual customers and how potential ones are interacting with your advertising. This allows you to make changes in response to these usage patterns, with the aim of increasing your conversion, sign-up or sales rates.

Helpfully, Google's AdWords and Analytics services can be linked to give you a better picture of how visitors, who arrive at your website via your adverts, are behaving. By analysing patterns and tweaking your content, you can maximise your return on investment while improving the customer experience. Here we will show you how to get started.



Ad Analytics

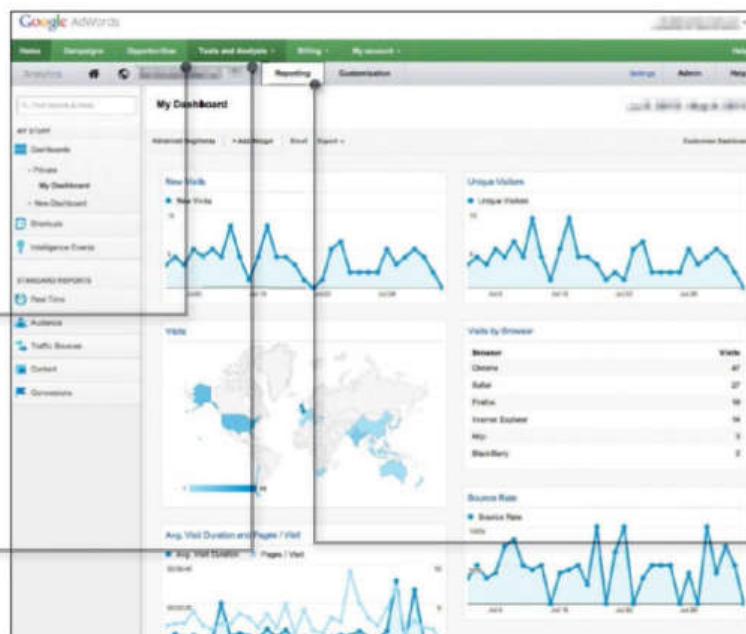
Share data between the two services

Full Analytics

Once you've set up the link, you can access all your standard Analytics data directly inside AdWords by simply selecting the 'Tools and Analysis' tab, then choosing Analytics from the menu.

Set it up

Set up the link by clicking on 'Tools and Analysis', then Google Analytics, and finally linking the accounts together following the instructions in our tutorial.



Flexibility for accounts

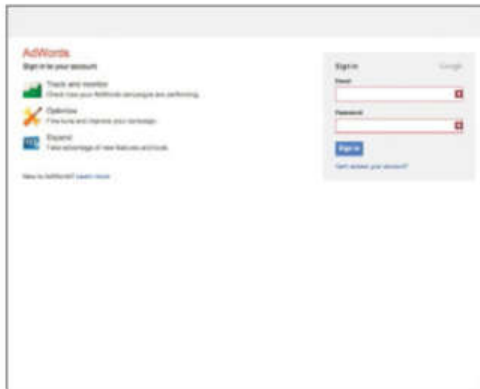
This process might seem a little convoluted at first, but it's important to realise that you can have multiple Analytics and multiple AdWords accounts, and you can link more than one AdWords account to a single Analytics account. This allows you to bring all your data together for analysis while keeping your accounts separate.

Reporting with ads

Once you've linked the two accounts, you'll see additional reporting options for traffic that has arrived via AdWords, cost of acquisition and so on.

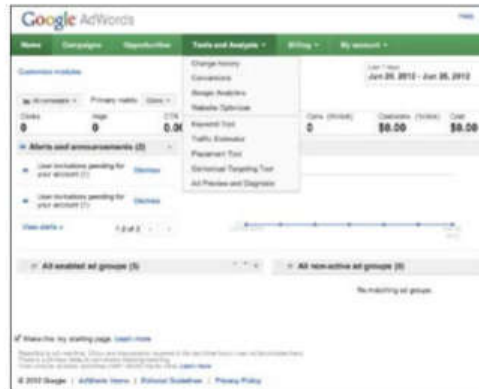


Analytics and AdWords | Improve your visitor analysis



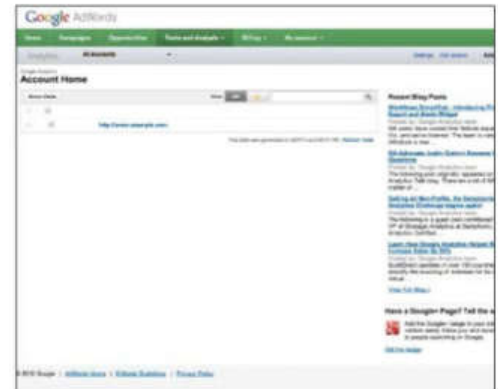
1: Sign in

Visit adwords.google.com and log into your AdWords account as if you were planning to launch an AdWords campaign. Once you're signed in, you'll arrive at the standard AdWords dashboard view.



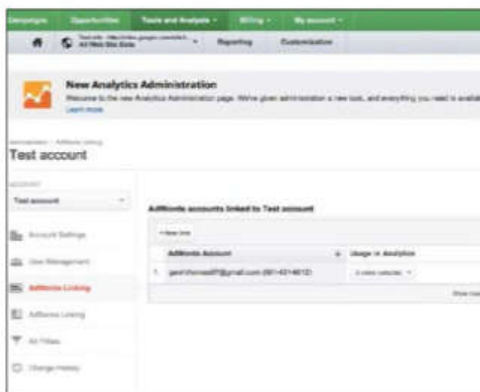
2: Select Analytics

Using the menu that appears along the top of the Google AdWords dashboard, choose the 'Tools and Analytics' tab by clicking on it, then select Google Analytics from the menu that drops down.



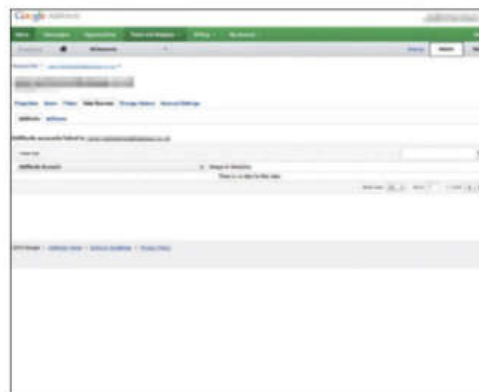
3: Administrate it

From the resulting screen, which shows details of your accounts, click on the Admin button at the top-right corner of the page. This will take you to the administration options for your account.



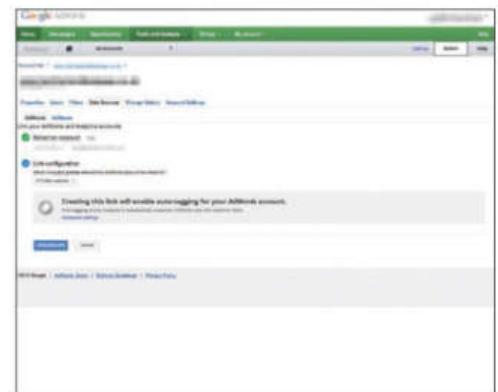
4: Locate the account

In the accounts list, click on the name of the account you'd like to link to AdWords, then click on AdWords linking, and finally the +New Link button. Now you'll need to confirm the AdWords account.



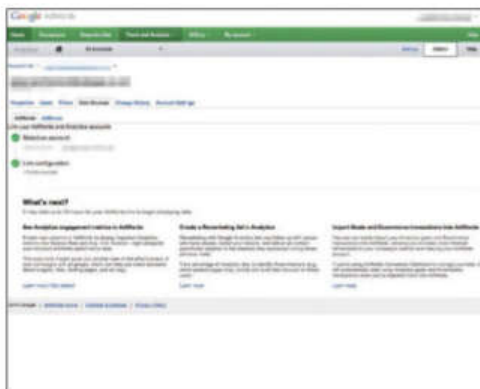
5: Choose AdWords

You can have multiple AdWords accounts, so you'll need to confirm the AdWords account you'd like to link to. Simply select the account you'd like to use, then click on the Next Step button.



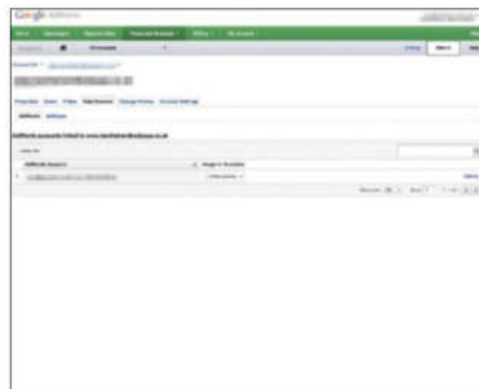
6: Choose the views

Under Link Configuration, choose the Analytics views you'd like to share the AdWords data with. Any specific views in Analytics where you'd like AdWords data to appear should be added now.



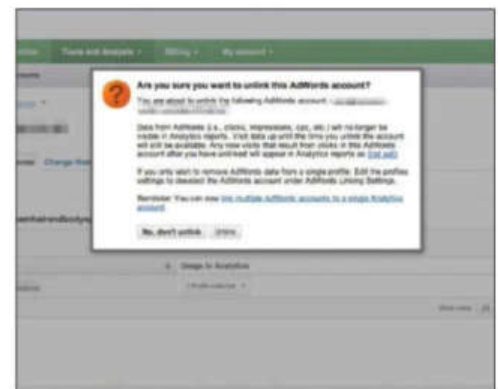
7: Complete the link

Click Link Accounts to confirm the link and allow your two accounts – AdWords and Analytics – to exchange data. You may have to wait up to 24 hours before you can see the data appearing.



8: Unlink accounts

If you'd like to remove the link between AdWords and Analytics at any time, repeat the steps until you reach the page that lists accounts. On this screen, choose Unlink from the AdWords Linking section.



9: Remove from views

To remove AdWords data from a particular view, you don't need to unlink accounts. Instead, follow the steps as before, but deselect the views in the 'Usage in Analytics' column.

Add Google services to your website

Google offers a number of useful services for your website such as Maps. We show you how to use them

Over the years Google has experimented with many different online products and services. Some have fallen by the wayside, while others have flourished. Many of these services are intended as augmentations to a website, making it easier to integrate specific functionality such as on-the-fly generation of charts and infographics, maps or website analysis.

One of the issues with having a wide-ranging set of services that are mature and developed is that these can become quite complex due to the myriad options they offer. Luckily, Google is quite adept at unifying services under an API approach that makes it, if not straightforward, logical to implement and integrate its services.

An application programming interface (API) provides a method for your website to request the dynamic content from Google's servers. And rather than having to create complex programs to do this, typically you only require a few lines of JavaScript code in your webpage.

Here we'll show you how to get started with the Google Maps API. Once you've grasped the basic concepts, you'll be able to apply the same approach to almost any of the Google API services, bringing new and exciting features to your website.



The API dashboard

Choose from over 60 different services

Drop-down selector

This selector allows you to switch between your currently live projects, enabling or disabling individual services for each API key you've requested.

Services tab

This lists all available API services, including a note of the limitations of each API in terms of requests per day (although you can pay to upgrade to more).

Service	Status	Notes
Ad Exchange Buyer API	OFF	Courtesy limit: 1,000 requests/day
Ad Exchange Seller API	OFF	Courtesy limit: 10,000 requests/day
Admin SDK	OFF	
AdSense Host API	Request Access...	Courtesy limit: 100,000 requests/day
AdSense Management API	OFF	Courtesy limit: 10,000 requests/day
Analytics API	OFF	Courtesy limit: 50,000 requests/day
Auth API	OFF	Courtesy limit: 10,000 requests/day
BigQuery API	OFF	Courtesy limit: 10,000 requests/day • Pricing
Blogger API v3	Request Access...	Courtesy limit: 10,000 requests/day
Books API	OFF	Courtesy limit: 1,000 requests/day
CalDAV API	OFF	Courtesy limit: 1,000,000 requests/day
Calendar API	OFF	Courtesy limit: 100,000 requests/day
Custom Search API	OFF	Courtesy limit: 100 requests/day • Pricing
DFA Reporting API	OFF	Courtesy limit: 10,000 requests/day
Drive API	OFF	Courtesy limit: 10,000,000 requests/day
Drive SDK	OFF	

API per website

A good way of working is to set up a new API key for each website or app you create. In this way you can ensure that if your visitor or user numbers increase to the point where you're touching the API limits, you won't affect other websites or apps you've set up to use the same service.

API Access

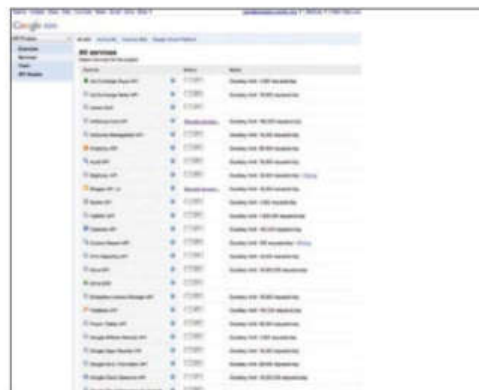
Get access to your API key here. The key is unique to your application/project, and can support multiple simultaneous services.

Google APIs | Create an API key



1: Log in

Visit <https://code.google.com/apis/console/> and sign in with your Google account. Once logged in you'll be presented with an invitation to create a project. Click on the big blue button to get started.



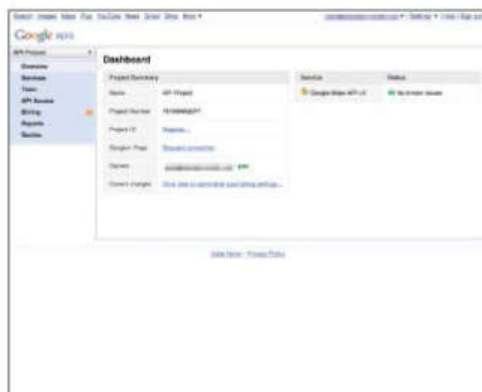
2: Choose your service

The Services tab will open with a full list of the APIs available. For our demonstration we're going to be using the Google Maps V3 API, so locate this on the list and set the switch to the on position.



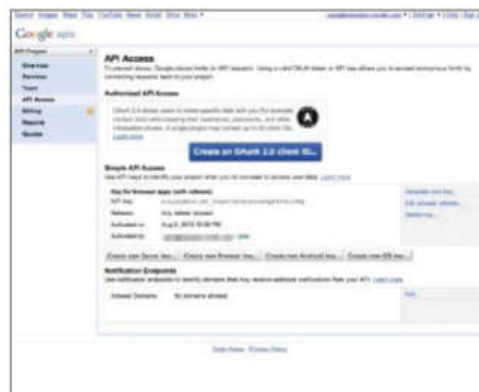
3: Agree terms

With each API you subscribe to you'll need to accept the Terms of Service (ToS) to get live access. It's worth reading these documents so you can see where the limitations lie in the free service.



4: Dashboard

Once you've agreed the terms, you'll find yourself at the Dashboard. This section provides you with an overview of your project, including all the APIs you've added to it, and their service health.



5: Get access

Click on API Access to open the API details. There are two methods for authenticating with Google: simple API keys, or OAuth. We'll use the simple keys, so copy the API key shown to your clipboard.



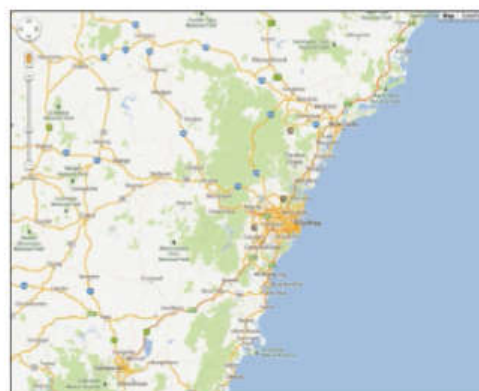
6: Sample code

Use Google Maps' sample code (find it at developers.google.com/maps/documentation) to create a new HTML page. The <script> call has a pair of keys and values in the URL being called.



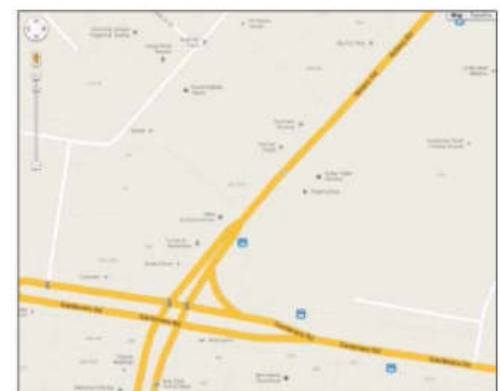
7: Add your key

Paste in the API key you copied to your clipboard earlier, and set the value for sensor to either 'true' or 'false' – make sure you keep your value in lower case to avoid issues with the API.



8: Test

All being well, you should now be able to save your HTML page and load it in your browser. The sample code produced a map with a zoom level of 8, centred on Sydney in Australia.



9: Edit the code

Using the API documentation, set the zoom level to 18 instead of 8 and reload the page in your web browser to see how easy it is to create an interactive map, powered by the Google Maps API.

Take a course to learn app development

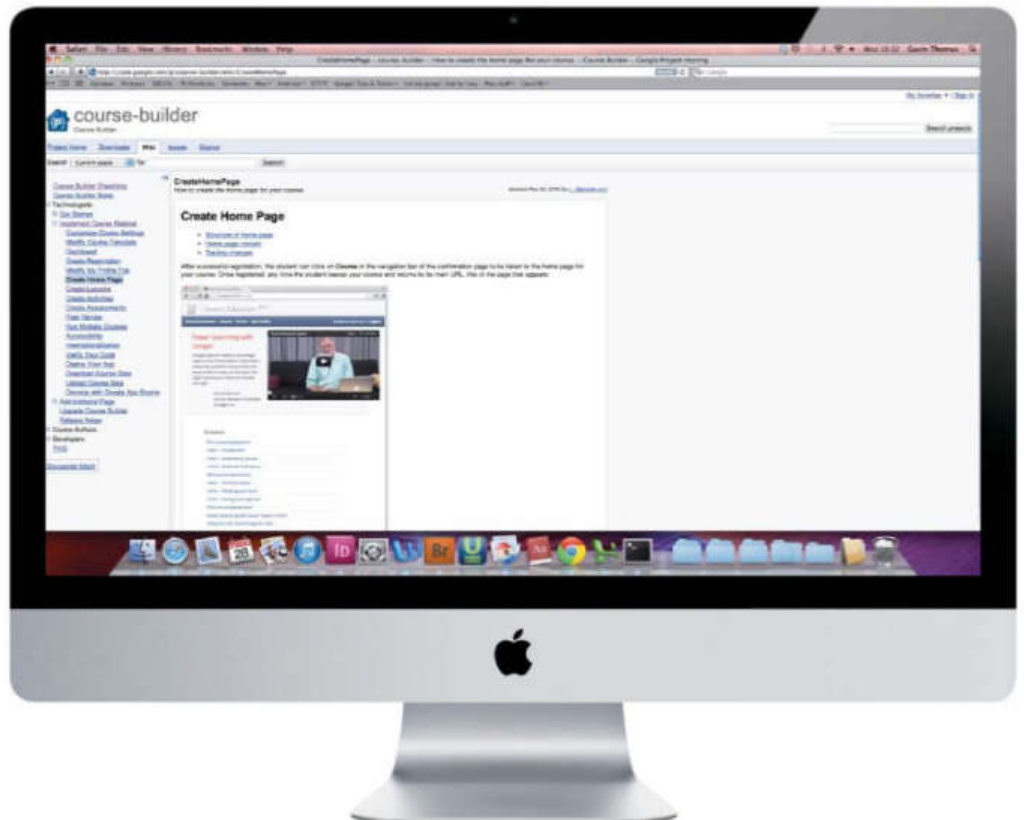
Programming can be a lot of fun, but you need a helping hand to teach you how to get started

If you mention the word programming to the average non-programmer, the image conjured up is one of dark arts being performed in a seemingly inaccessible environment with a confusing collection of dots and brackets. Thankfully the reality is completely different.

Most programmers start off by creating a simple program that simply prints the words 'Hello, World!' on your screen. This simple task, which typically requires only a few lines of program code, leads to much greater programs, but where do you begin?

If you're interested in creating apps for Google's Android platform, the search giant has the answer: Google University. This collection of online courses provides access to university-level material, alongside easier, beginner materials, completely free of charge. Courses cover both Android and web development, with a focus on Google products and services.

As well as providing courses for you to follow, Google also allows you to create your own. Check out the tutorial here for details on how you can take a course, and share your specialist skills by creating your own using Google's Course Builder.



Build your own

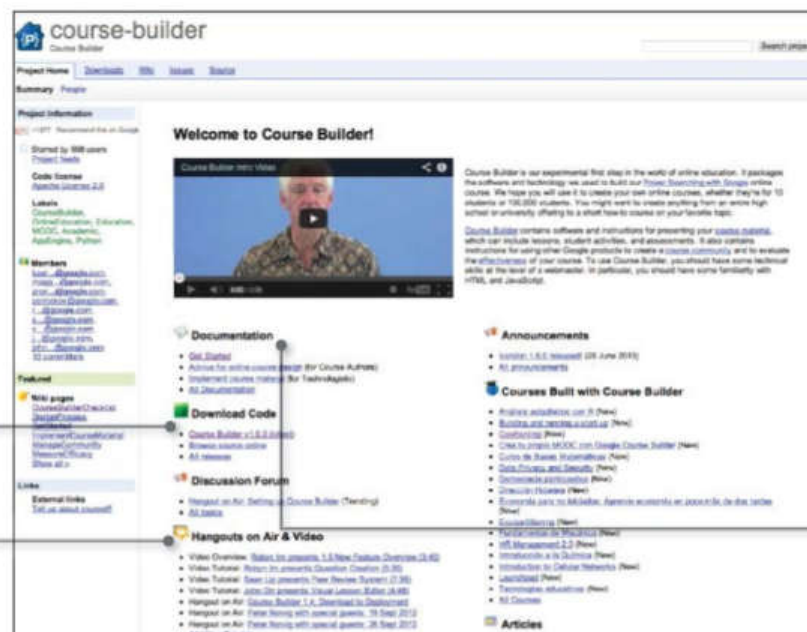
Create a course using Google Course Builder

Downloads

You can download the dedicated course building tool provided by Google to make it easy to generate your online course materials.

Tutorials and help

The Course Builder website includes a series of video tutorials to help you get started with the software.



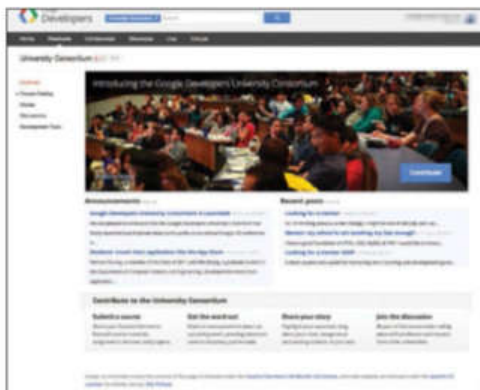
Online learning

There are many different online learning platforms available, including Google's Course Builder. The benefit of Course Builder over some of the alternatives (such as Moodle) is that it offers a fully managed process, allowing you to concentrate on the course material itself, rather than the technology.

Documentation

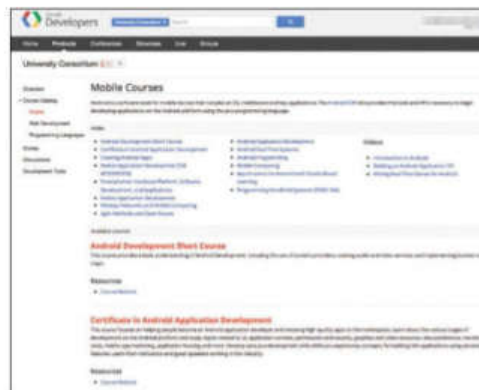
Read the documentation to get a sense of what's possible with the software and refer to this frequently. It's updated as features are added.

University Consortium | Take and make a course



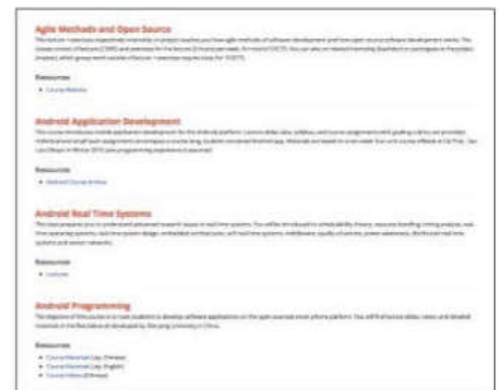
1: Load the portal

Go to developers.google.com/university/ to access the Google University Consortium portal. This is your gateway to the wide range of course materials on offer.



2: The course catalogue

There are a wealth of courses available - all focused on software development, either for the Android platform or for the web. For the sake of this tutorial, we're taking a course in Android app development.



3: Available courses

Within the section you've chosen, you'll find a range of different courses - each provided by a different University or College. Find a course you like and click on the Course Website link to open it up.



4: Choose your options

When you arrive at a course, you may find there are several different versions of it available. Read the syllabus to get a sense for what's available and included, and choose the right option for you.



5: Course website

Each course is delivered through a dedicated site that provides access to all the learning material. While the presentation is basic, the course material is developed by high-quality education providers.



6: Access materials

Although it varies, the key elements of each course are typically navigated using a menu in the left-hand column. Here we've got access to seven different Labs, each covering a new subject.



7: Simulator

In this course we're being shown how to create Android apps. Work your way through the steps, which includes setting up an Android simulator for testing your apps during development.



8: Create your own!

Once you've experienced a course, why not use your own knowledge to create a course for others? Visit code.google.com/p/course-builder/ to get started building a course yourself.



9: Download and build

The Course Builder website provides tools and tutorials to start building your online course. You can also see what other people have been creating to get an idea of how to approach it.

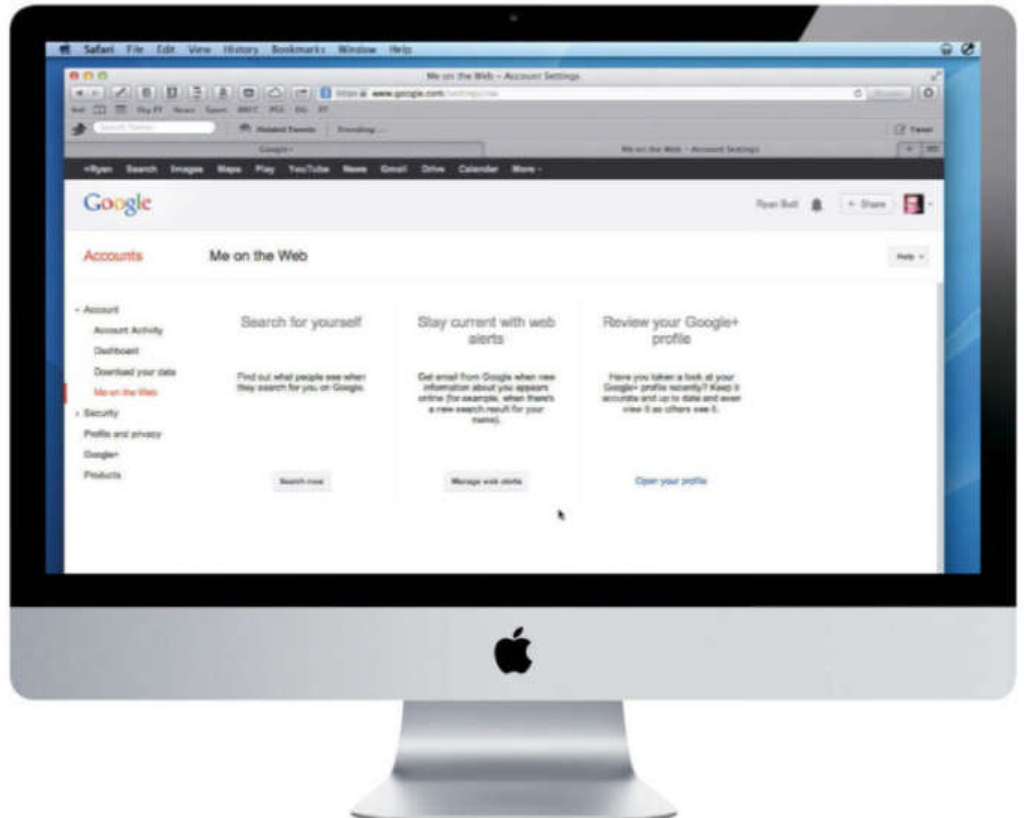
Manage your accounts through Google Dashboard

Learn how to get at-a-glance service information through Google's handy Dashboard service

Google Dashboard offers a simple view into the data associated with your Google account. Designed to offer you transparency and control, Google Dashboard summarises the data associated with each product that you use when signed into your account and provides links to control your personal settings. Dashboard covers more than 20 Google products and services – including Gmail, Calendar, Docs, Web History, Alerts and YouTube – and they can all be accessed easily by scrolling down through the list.

If you want to see more detail as you scroll down through the various services, then click on the 'Expand all' button at the top of the list and you'll be able to digest more info. The way Dashboard is arranged means that you can easily see each service and the numbers that relate to how much you are using that particular service. You will then find links on the right-hand side of the section that allow you to alter settings and view more detail in regards to certain facets.

It's a great way to stay in touch with the various services that Google provides, as well as serving as a quick and easy means of updating information and changing certain aspects to work better with your lifestyle.



Dashboard

Manage all your Google services from one place

● Your Dashboard

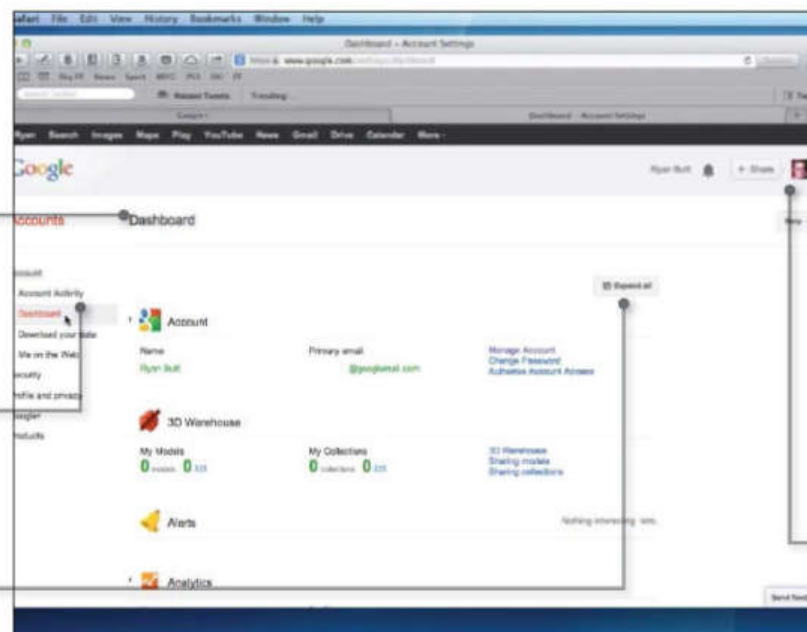
The Dashboard section of your Accounts screen lists all the Google services and enables you to edit their details.

● Account Activity

Click on the Account Activity option from the Account menu to sign up for a regular report regarding your services.

● Expand all

Click on this button to reveal more details that you can view, at a glance, from within the Dashboard by scrolling down.



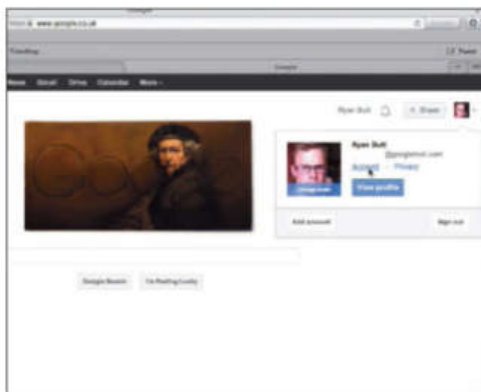
Account activity

Go to your Google Accounts page and click on Account Activity; you'll then be able to sign up to receive a monthly email report which provides details of your account activity across many Google products. The data featured includes how many emails you have sent and received using Gmail.

● Access account info

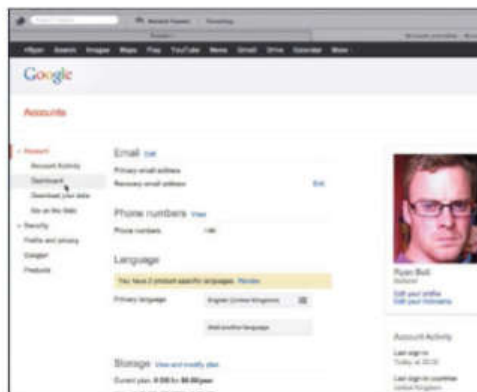
You can access your Accounts page (and subsequently your Dashboard) by clicking on your profile picture and then clicking on Account.

Accounts | View and edit your accounts via Dashboard



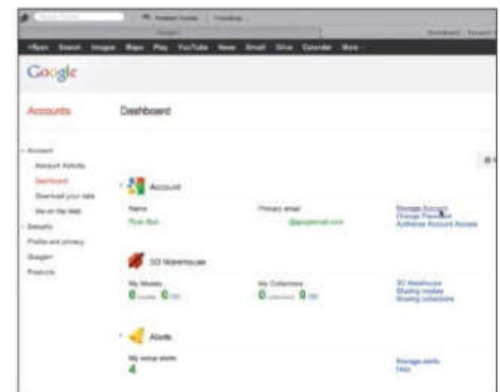
1: Access your account

To view your account, click on your profile picture in the top right-hand corner of any Google service and, from the box that appears, click on Account, which is visible under your email address.



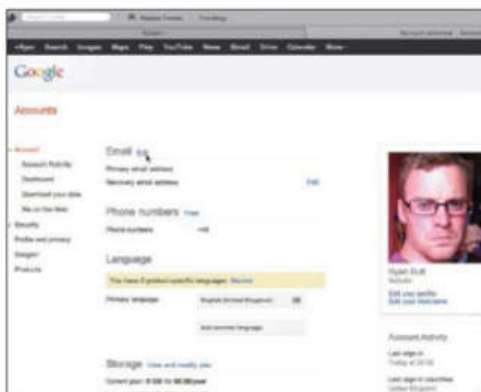
2: Your Accounts page

You will be taken through to the main Accounts page, which features information and options relating to your Google account and a list of options over to the left. Click on Dashboard from the list.



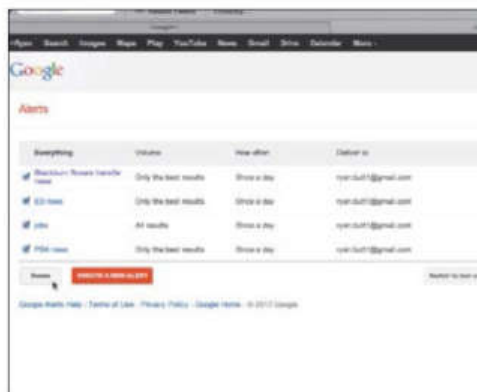
3: Account Dashboard

The Dashboard will list all the Google services you use and allow you to change settings and view information that relates to them. Start by clicking on Manage Account under the Account section.



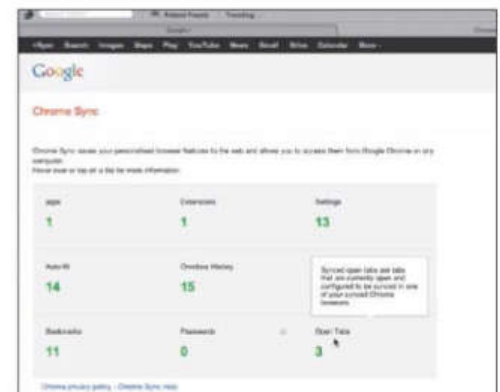
4: General account settings

Here you can add recovery email addresses, change your profile picture, add phone numbers, change your storage plan and, if you should so wish, completely close down your Google account.



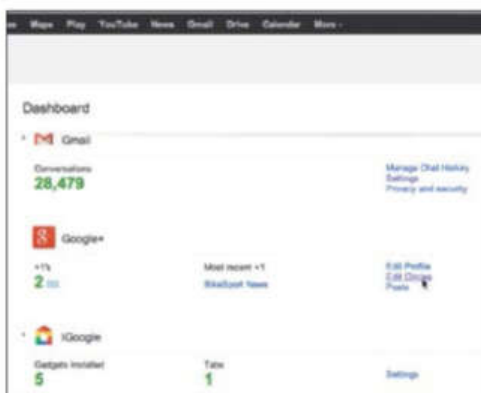
5: Manage your Alerts

We covered the process of setting up Google Alerts earlier, but if you now find that you are getting sick of receiving those digest emails from Google, click on Manage Alerts, under Alerts, and delete them.



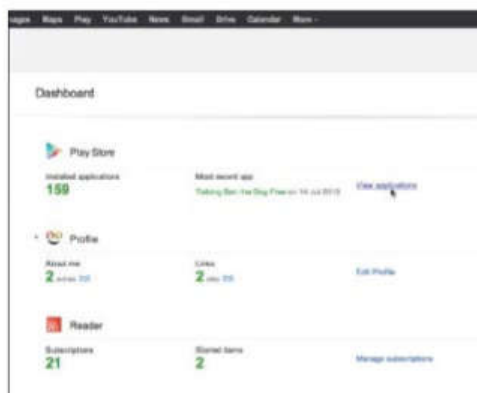
6: Chrome Sync

Chrome Sync saves your personalised browser features to the web and allows you to access them from Google Chrome on any computer. Click Manage Chrome Sync under Chrome Sync to check your settings.



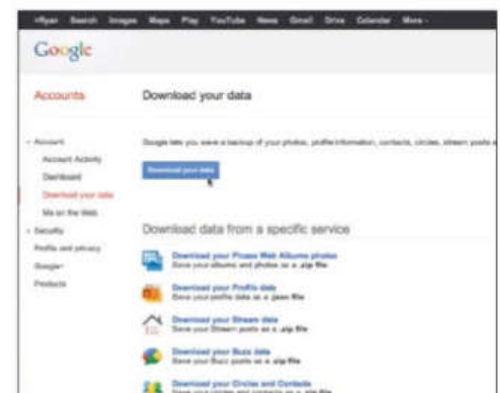
7: Google+ settings

Under the Google+ section will be various options that allow you to view and edit your profile, circles and posts. Click on a link to launch it within the familiar Google+ interface.



8: Play Store

The Play Store section provides useful info relating to the number of apps that you have downloaded and installed, plus the most recent app that you have downloaded. Click the link to view all apps.



9: Download your data

Google lets you save a backup of your photos, profile info, contacts, circles, stream posts and more to your computer for safekeeping. Click 'Download your data' from the left-hand menu to do this.

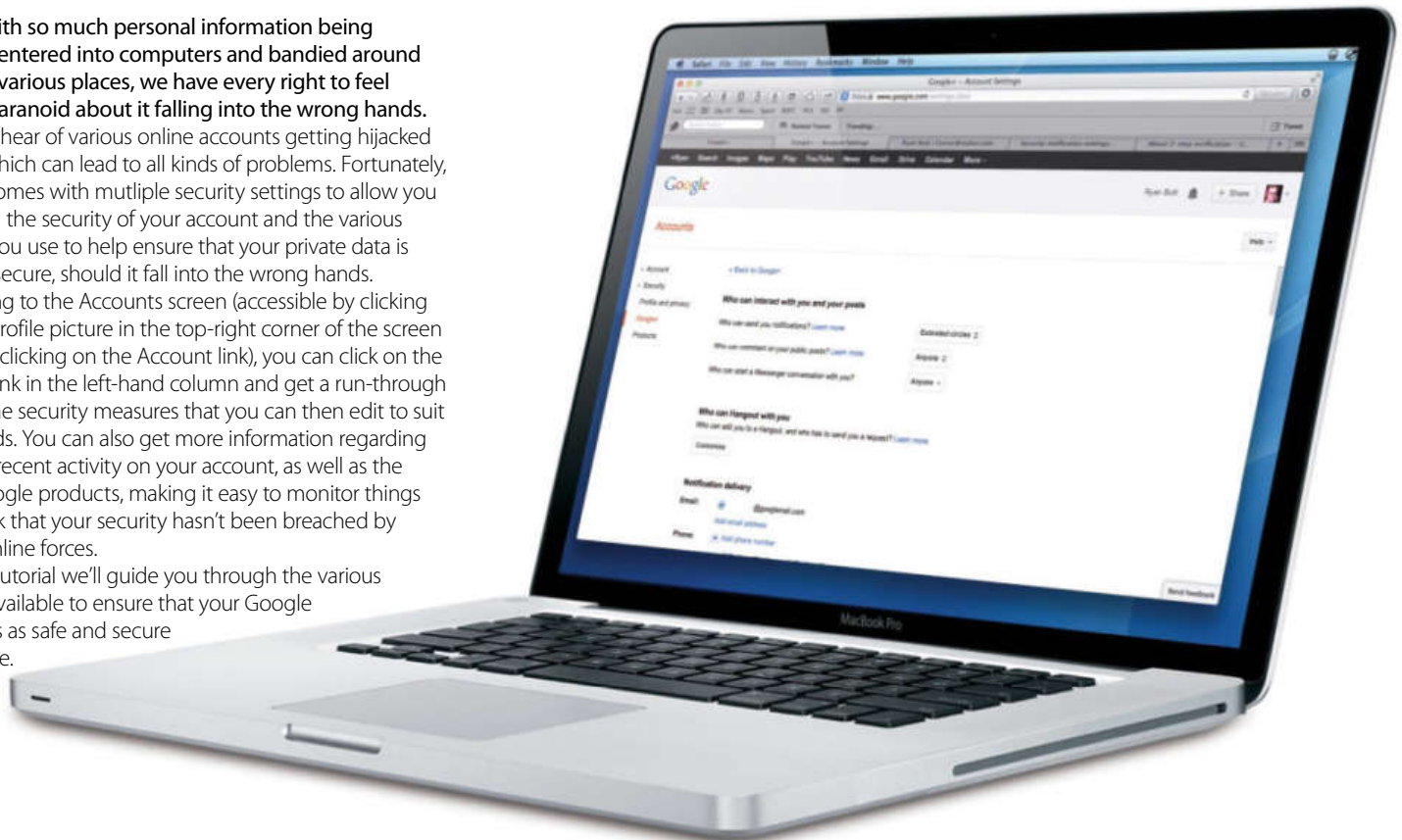
Secure your Google account to keep your personal data safe

Tighten the security of your Google account to make it impenetrable to outsiders, should it fall into wrong hands

With so much personal information being entered into computers and bandied around various places, we have every right to feel slightly paranoid about it falling into the wrong hands. We often hear of various online accounts getting hijacked as well, which can lead to all kinds of problems. Fortunately, Google comes with multiple security settings to allow you to tighten the security of your account and the various services you use to help ensure that your private data is safe and secure, should it fall into the wrong hands.

By going to the Accounts screen (accessible by clicking on your profile picture in the top-right corner of the screen and then clicking on the Account link), you can click on the Security link in the left-hand column and get a run-through of all of the security measures that you can then edit to suit your needs. You can also get more information regarding all of the recent activity on your account, as well as the other Google products, making it easy to monitor things and check that your security hasn't been breached by sinister online forces.

In this tutorial we'll guide you through the various options available to ensure that your Google account is as safe and secure as possible.



Security screen

Tighten your account security with these settings

Security settings

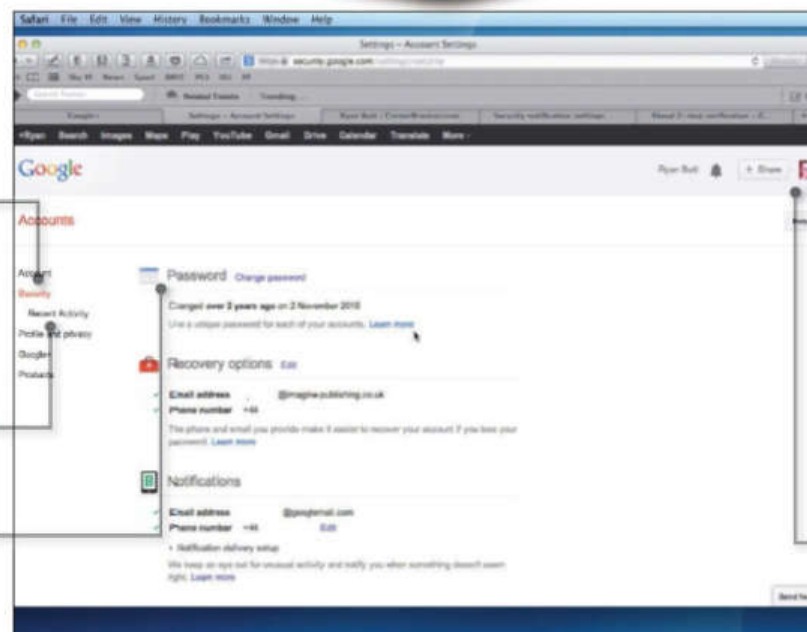
On the main Accounts screen, click on the Security link in the left-hand column to access your general security settings.

More options

There are more security-related links in the left column. Recent Activity lists the multiple occasions you have logged into your account and from where you did so.

Security options

All aspects of your account security can be reviewed and modified to suit your needs. Click on the links to make changes.



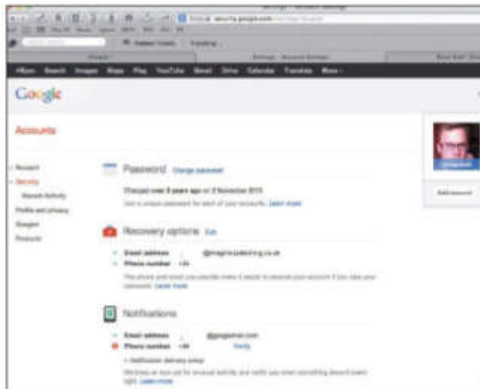
Your product portfolio

Click on Products in the left column and all of the Google products and services that you currently use will be listed. What's more, Google will also suggest other services that may be of interest to you. Click on the panes to find out more. You can also sign in and access your Dashboard from this screen to make further changes to your services.

Account screen

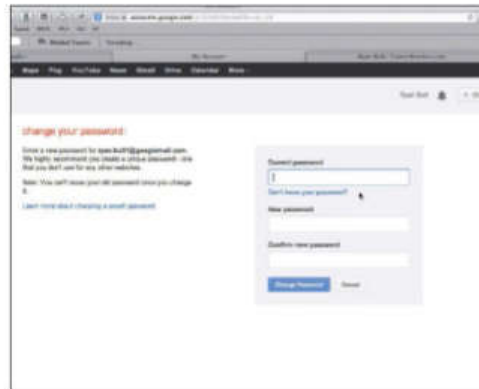
Access the main Accounts screen by clicking on your profile picture in the top-right corner of the screen and then clicking the Account link.

Google Dashboard | Managing your security settings



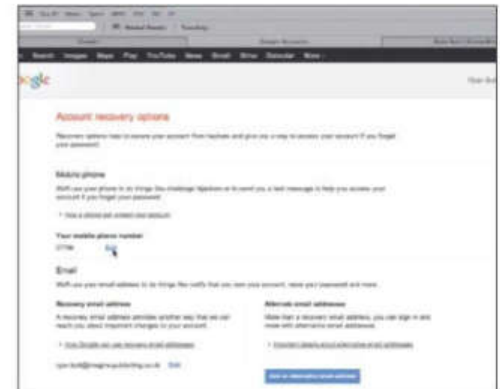
1: Access security settings

Click on your profile picture in the top-right corner of the interface and then click on the Account link. When on the main Accounts page, click on the Security option in the left-hand column.



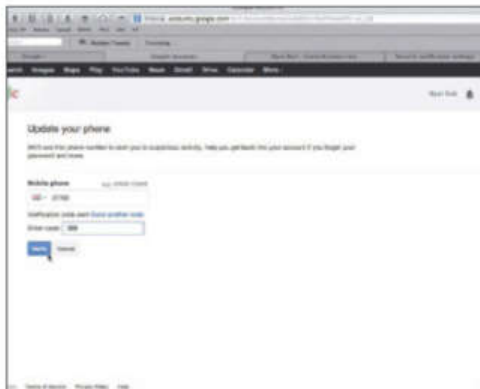
2: Change your password

The top option, Password, allows you to change the password of your account. It is worth doing this every once in a while to tighten security. Click 'Change password' to carry out the task.



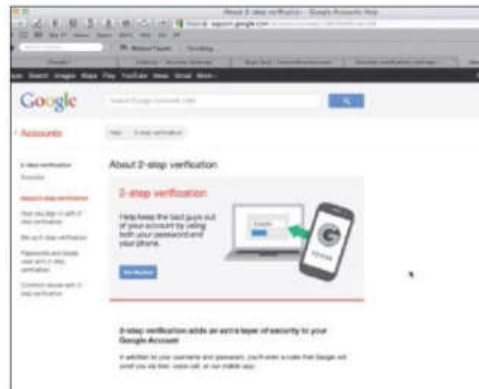
3: Set recovery options

'Recovery options' allows you to set an alternate email address and phone number to make the process of recovering your account (if you forget your password) more straightforward.



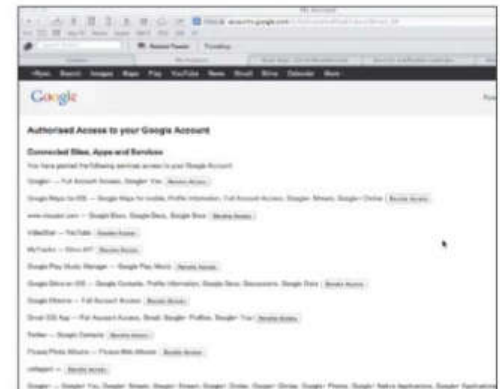
4: Notifications

Google notifies you (via text message or email) to your primary and recovery email addresses about key changes to your account and when suspicious activity is detected. Verify your details here.



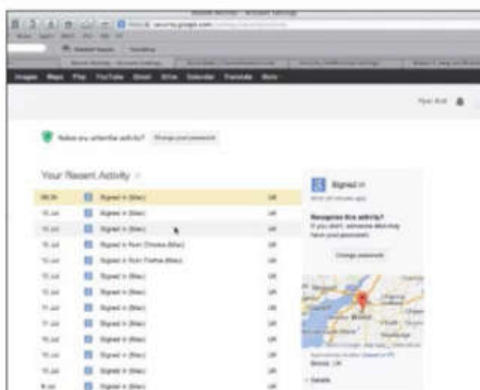
5: Two-step verification

This feature adds a layer of security to the sign-in process to protect your account from online hijacking, by requiring you to enter a verification code sent to your mobile when signing in.



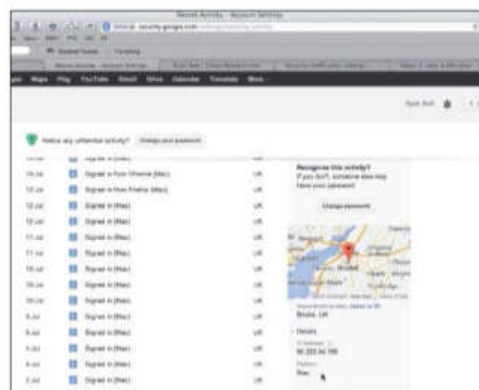
6: Connected apps and sites

Here you can control which applications and websites can access and use details from your Google account. Click on 'Review permissions' and then revoke any permissions you no longer require.



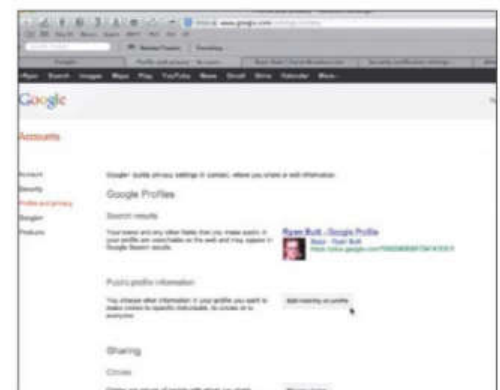
7: Your recent activity

Click on Recent Activity in the left column and you will be provided with a comprehensive list of all the times you have recently signed in to your Google account. Scroll down the list to see the details.



8: Location access

This page also handily shows the locations where your account has been accessed, so you can instantly see if there is a place that you don't recognise. Click on Details to display more info.

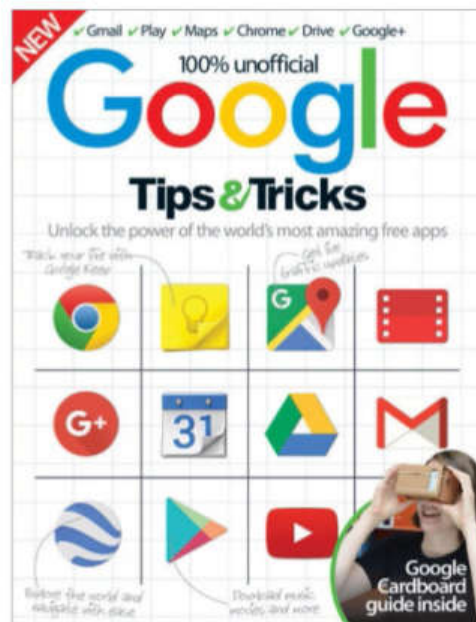


9: Profile and privacy

If you click on the 'Profile and privacy' link in the left column, you'll be able to review your account privacy settings and manage various features, such as circles and what info is made public.

Special
trial offer

Enjoyed
this book?



Exclusive offer for new



*This offer entitles new UK direct debit subscribers to receive their first three issues for £5. After these issues, subscribers will then pay £21 every six issues. Subscribers can cancel this subscription at any time. New subscriptions will start from the next available issue. Offer code ZGGZINE must be quoted to receive this special subscriptions price. Direct debit guarantee available on request. This offer will expire 30 September 2016.

** This is an US subscription offer. The USA issue rate is based on an annual subscription price of £65 for 13 issues which is equivalent to \$102 at the time of writing compared with the newsstand price of \$12.50 for 13 issues being \$162.50. Your subscription will start from the next available issue. This offer expires 30 September 2016.



Dedicated to all things Android

Written by experts

Android Magazine is written by industry experts covering all aspects of the platform

Embracing technology

Every Android smartphone and tablet is covered, including HTC, Samsung, Sony Ericsson, Motorola and more

Designed for you

The step-by-step tutorials and features are aimed at readers at all levels of understanding

subscribers to...

Android
magazine

Try 3 issues for **£5 in the UK***
or just **\$7.85 per issue in the USA****
(saving 37% off the newsstand price)

For amazing offers please visit

www.imaginesubs.co.uk/and

Quote code ZGGZINE

Or telephone UK 0844 245 6963⁺ overseas +44 (0)1795 414 972

+Calls will cost 7p per minute plus your telephone company's access charge



THE DRONES BOOK

Discover everything you need to know about one of the hottest gadgets on the market. Packed with essential advice and in-depth guides to how drones are changing the world, this is a must-have for any gadget lover.



Also available...



A world of content at your fingertips

Whether you love gaming, history, animals, photography, Photoshop, sci-fi or anything in between, every magazine and bookazine from Imagine Publishing is packed with expert advice and fascinating facts.



BUY YOUR COPY TODAY

Print edition available at www.imagineshop.co.uk

Digital edition available at www.greatdigitalmags.com



✓ Gmail ✓ Play ✓ Maps ✓ Chrome ✓ Drive ✓ Google+

Everything you need to get the most from Google

Unlock the power of the world's most amazing free apps

Includes
both desktop
and mobile
tutorials

*Edit your
images and
add effects*

*Use powerful
Chrome
extensions
and web apps*

✓ Tips

Master Gmail shortcuts, get organised, supercharge your searches and more

✓ Tricks

From creating a custom map to sending spreadsheets, get the best from Google

*Download the
latest films to
watch wherever
you are*



*Explore the
world with
Google Earth*